

# American Library Association

## Library War Service

GENERAL DIRECTOR  
HERBERT PUTNAM  
LIBRARIAN OF CONGRESS

EXECUTIVE SECRETARY  
GEORGE B. UTLEY

HEADQUARTERS  
THE LIBRARY OF CONGRESS  
WASHINGTON, D. C.

ASSISTANTS TO THE DIRECTOR  
CARL H. MILAM  
MALCOLM G. WYER  
DISBURSING OFFICER  
WILLIAM L. BROWN

Dear

One of the questions you are going to have to answer, or that ought to be answered, is why do we need so many books now when we have just collected so much money from the public?

To help you to answer this question through the newspapers and otherwise the enclosed article has been prepared. This can be effectively utilized in a number of ways.

I suggest that a very effective way of using this would be to have it copied on your library letter head and sent as a "letter to the editor" to every important newspaper in your city. You might have it signed either by yourself or by the Chairman of your Library Board. In any event I think the letter, or a considerable part of it, would be printed by almost every newspaper and it might bring out some editorial comment that would be helpful.

This is being sent only to a very small number of the largest cities where it is desired to obtain intensive publicity.

With best wishes, I am

Sincerely yours,

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Last month the most frequent question asked of workers in the Library War Service campaign for \$3,500,000. was, "Why do you need so much money when the people gave you nearly 3,000,000 books in the spring?"

Now that a new call for books has been made, the converse question naturally crops up, to be asked and answered frankly, "Why do you need gift books now, when the people gave you \$3,500,000 or more last month?"

The answer to the present query is clear, even though perhaps not quite as obvious at first glance as was the situation when the Library War Service of the American Library Association joined in the United War Work Campaign for \$170,500,000, to which the country so generously responded in November..

A brief review of the result of that book campaign of last April will help to clear up the present situation. It fell far short of producing all the books needed, either in quantity or variety. At its maximum the total was less than one book for every man in service, scant allowance indeed for distribution to the hundreds of library stations of all sizes maintained at home and overseas, and the circulation demands of millions of voracious readers.

However, 3,000,000 books gross did not net 3,000,000 available volumes. "The healthy thinning out of the average man's bookshelves" produced, indeed, all that was expected of it, but not all that could be wished. Infinite quantities of rubbish in fiction and obsolete works on technical subjects no longer of use to anyone simply had to be scrapped. Up to date technical and scientific works, histories, text books, foreign languages books-- these appeared hardly at all. The result was that while the book campaign was a genuine success in filling the shelves for the summer with good reading, it fell far short of completing the task.

1. The first part of the report deals with the general situation of the country and the progress of the work during the year. It is divided into two main sections: the first section deals with the general situation of the country and the progress of the work during the year, and the second section deals with the specific results of the work.

2. The second part of the report deals with the specific results of the work. It is divided into three main sections: the first section deals with the results of the work in the field of agriculture, the second section deals with the results of the work in the field of industry, and the third section deals with the results of the work in the field of commerce.

3. The third part of the report deals with the conclusions and recommendations. It is divided into two main sections: the first section deals with the conclusions and the second section deals with the recommendations.

4. The fourth part of the report deals with the appendix. It contains a list of the names of the persons who have taken part in the work, a list of the names of the persons who have given assistance, and a list of the names of the persons who have given advice.

5. The fifth part of the report deals with the index. It contains a list of the names of the persons who have taken part in the work, a list of the names of the persons who have given assistance, and a list of the names of the persons who have given advice.

The money campaign of November in which the A.L.A. was one organization of seven in the United War Work drive was the next step in the service plan. It provided funds, for instance, for tremendous purchases of books required by the educational plans for the army. It is recognized that however rapid may be the demobilization of the forces, many months of restlessness must pass in the process, with a presumption that at least 1,000,000 men will be retained in the service in Europe, for an even longer time. The army is to be a veritable khaki college, from which the men will emerge with distinct gain, educationally speaking. The A.L.A. share in this great work, and in maintaining morale in the forces during demobilization will be paid for from the funds given the November campaign. It will include every kind of book wanted by every kind of man in the army and navy, published in the forty different languages represented in the polyglot American forces. That money will provide library service and maintenance, technical and educational books up to the minute, and in quantity to meet the multiplied need. Certainly no one need doubt the usefulness of the money that was given, but all of it will be needed for these special purposes.

And now comes a fresh call for more books from the American people.

No, this is not a duplication of any prior request. It is an effort to complete the cycle and round out the service. It asks for books to meet a certain immediate need, with an element of the personal gift involved, to fill a gap that really can never be quite completely filled.

Great rest camps, convalescent camps and hospitals are full of men impatient to get free. Some of them are helpless from illness or wounds. Some will be disabled for many a day. Reclamation is slow and tedious. Wastage of books under hard service is rapid and the need





infinite. From the hospitals comes the word that they are hungry for books, the shelves literally denuded. It is the most poignant call and it comes alike from overseas and from the hospitals here at home. Help to meet it in a personal way.

To accomplish this, two or three specific suggestions are made. You cannot send a book to your soldier friends at random throughout the service because of the limit on shipment and distributing. But you can send a Christmas book to the soldiers even if it is not to your own soldier. When you are buying book presents this year, buy one more than you intended. Buy it as a real Christmas present to the army and navy. Let it be a real holiday book if you like, with the look of Christmas about it, or a particularly new, gay, clean novel, or a volume of verse, or the newest thing you see in technical or travel or historical books. Take it to your public library and it will go right into a case for shipment where you would most like to see it in service -- a hospital, a camp or a station avid for Christmas reading.

Next suggestion. When Christmas is over and you have read your own holiday books, there will be some of them that have served their purpose. They have brought their message to you from the giver, and from the author. Pass them along. Wrap them up while they are fresh and new, and send them on the same friendly journey to the soldiers. Your public library will be your shipping clerk.

Last suggestion. When the Christmas books have gone, look over your shelves once more. See if there is not some book -- or more than one -- which means a good deal to you, and needs to go further. Some book that you wanted to give last spring but could not quite surrender then. Add such a book as that to your sending and you will have made a gift that counts, to you and to the soldiers who will read it.

The first part of the paper is devoted to a general discussion of the problem. It is shown that the problem is of great importance in the theory of the differential equations of the second order. The second part of the paper is devoted to the study of the properties of the solutions of the differential equations of the second order. It is shown that the solutions of the differential equations of the second order are of great importance in the theory of the differential equations of the second order.

The third part of the paper is devoted to the study of the properties of the solutions of the differential equations of the second order. It is shown that the solutions of the differential equations of the second order are of great importance in the theory of the differential equations of the second order. The fourth part of the paper is devoted to the study of the properties of the solutions of the differential equations of the second order. It is shown that the solutions of the differential equations of the second order are of great importance in the theory of the differential equations of the second order. The fifth part of the paper is devoted to the study of the properties of the solutions of the differential equations of the second order. It is shown that the solutions of the differential equations of the second order are of great importance in the theory of the differential equations of the second order. The sixth part of the paper is devoted to the study of the properties of the solutions of the differential equations of the second order. It is shown that the solutions of the differential equations of the second order are of great importance in the theory of the differential equations of the second order. The seventh part of the paper is devoted to the study of the properties of the solutions of the differential equations of the second order. It is shown that the solutions of the differential equations of the second order are of great importance in the theory of the differential equations of the second order. The eighth part of the paper is devoted to the study of the properties of the solutions of the differential equations of the second order. It is shown that the solutions of the differential equations of the second order are of great importance in the theory of the differential equations of the second order. The ninth part of the paper is devoted to the study of the properties of the solutions of the differential equations of the second order. It is shown that the solutions of the differential equations of the second order are of great importance in the theory of the differential equations of the second order. The tenth part of the paper is devoted to the study of the properties of the solutions of the differential equations of the second order. It is shown that the solutions of the differential equations of the second order are of great importance in the theory of the differential equations of the second order.



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# American Library Association

## Library War Service

GENERAL DIRECTOR  
HERBERT PUTNAM  
LIBRARIAN OF CONGRESS

MANAGER OF CAMP LIBRARIES

EXECUTIVE SECRETARY  
GEORGE B. UTLEY

HEADQUARTERS  
THE LIBRARY OF CONGRESS  
WASHINGTON, D. C.

DISBURSING OFFICER  
WILLIAM L. BROWN

*Gave J. L. A. 160*

January 12, 1918.

To the Librarian or Secretary:

The A. L. A. was slow in getting its War Service started. We are now in a position, however, to justify ourselves by a statement of things accomplished. In order that you may know the facts, and may help to inform the public, especially the contributors of books and money, we shall send you each week for some time to come a Press Bulletin.

Please cooperate with us by calling in a reporter and giving him the story contained in the Press Bulletin. I suggest that you add each time, if possible, an account of what you have done in your own community.

We need this publicity to satisfy our contributors. We need it also to prepare the public for an intensive book campaign which the A.L.A. War Service Committee has authorized. Detailed plans for conducting the campaign are now being worked out, and will be sent to all libraries later. It is probable that they will call for an intensive campaign for one week in February, and for a continuous appeal for books after that time.

In the meantime, I shall be glad to have your suggestions, and shall, of course, count on your cooperation.

Yours very truly,

HERBERT PUTNAM

CHM/MG

General Director.

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# A GREAT NEED

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## BOOKS

*for our*  
**SOLDIERS *and* SAILORS**

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**A. L. A. LIBRARY BUILDING**

Buildings of this type, many of them much larger, have been erected at thirty-four large camps and stations.

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**MORE BOOKS** —hundreds of thousands of them—  
are needed for the *War Service Libraries* maintained by the American Library Association at cantonments, training camps, posts, forts, naval stations, on vessels, and overseas.

**OUR MEN MUST HAVE THESE BOOKS**

They want them for their leisure hours—for recreation and for study. Experience has proved that they are eager to read, and books must be provided.

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**WILL YOU HELP?**

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## WHAT HAS BEEN DONE

*In the Big Camps.* Library Buildings have been erected by the American Library Association in 34 of the large camps. Each building accommodates from 10,000 to 15,000 volumes and from 175 to 250 readers.

In every camp from 8 to 20 branch libraries are maintained in Y. M. C. A., K. of C., and Y. W. C. A. buildings, and in hospital reading rooms; and each branch needs from 500 to 1,500 of the A. L. A. books.

Library Deposit Stations containing 50 to 100 books each are being established in barracks and mess shacks. There will be a hundred or more of them in some cases.

*Men Overseas* are being supplied from dispatch offices established at Atlantic ports, and by the purchase of books in Europe.

A librarian has been sent to France to supervise their distribution, and to make certain that every organization which serves our troops is supplied with the books it needs.

*In Smaller Camps.* Books are being sent by the Association direct to scores of Chaplains, Y. M. C. A. and K. of C. secretaries and to officers. Some of these have a few hundred men and need a few hundred books; others need many thousands of books.

A Fund of \$1,700,000 (including grants for buildings) has been given by the American people for the work. Not a dollar of this fund will be spent for administration at headquarters or in the field that can be saved for books, but it must cover the erection and maintenance of buildings; the purchase of equipment and supplies; salary and expenses of librarians and assistants (many of whom are not volunteers) in camps, dispatch offices, and in France; travel; transportation of books and supplies (a very large part of which can not be at government expense); subscriptions to periodicals, and the purchase of such books (hundreds of thousands of them) as will not be obtained as gifts.

## WHAT REMAINS TO BE DONE

Half a million books are still required to meet the actual needs of men in the 34 large camps.

Another half million are needed immediately for the military forts, posts and small camps; for the naval stations and vessels; for the marine corps training stations and barracks.

And for the men on transports and overseas there is need for an almost unlimited supply.

For every *man* in service there ought to be a *book* in service. That means at least a million more books at once. And books wear out in use. They must be replaced frequently.

*Hundreds of thousands will be purchased; but every dollar available for purchases is needed for the sort of books that can not be expected as gifts.*

Therefore:

*Hundreds of thousands must be obtained as gifts.*



INTERIOR A. L. A. LIBRARY. GREAT LAKES  
NAVAL TRAINING STATION

One of the 34 library buildings in American camps. Branches are maintained in Y. M. C. A., K. of C., Y. W. C. A. and hospital buildings, and deposit stations are being established in barracks.



## WHAT YOU CAN DO

You can pass on to the men in khaki the books you have enjoyed but will not read again.

You can give them some of the books you like best—books you would like to keep. *They* will like them too.

You can send novels, tales of adventure, detective stories and standard fiction; up-to-date books on civil, mechanical and electrical engineering, the trades, business, the professions and agriculture; recent text-books on military subjects, mathematics, the sciences, and foreign languages; books of travel, history, biography, poetry and the present war; dictionaries and new encyclopedias; interesting books in foreign languages.

LIBRARY WAR SERVICE, AMERICAN LIBRARY  
ASSOCIATION,

HERBERT PUTNAM, *General Director*,  
Library of Congress, Washington, D. C  
March, 1918.

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(Detach this label and put it on your package of gift books,  
then send the package to nearest public or other library)

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*From* -----

*For "WAR SERVICE LIBRARY."*

*The* ----- *Library*

*Town* -----

*State* -----

Sent to between six and seven hundred  
college libraries.



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4512X

# American Library Association

## Library War Service

GENERAL DIRECTOR  
HERBERT PUTNAM  
LIBRARIAN OF CONGRESS

EXECUTIVE SECRETARY  
GEORGE B. UTLEY

HEADQUARTERS  
THE LIBRARY OF CONGRESS  
WASHINGTON, D. C.

ASSISTANTS TO THE DIRECTOR  
CARL H. MILAM  
JOSEPH L. WHEELER

DISBURSING OFFICER  
WILLIAM L. BROWN

February 26, 1918.

To the Librarian:

We trust that by this time you have received War Library Bulletin, No. 5, with detailed suggestions for the book campaign, scheduled for the week of March 18th, together with the other publicity matter which we have sent you. We are planning to send, in addition, two hundred copies of the leaflet enclosed, together with one copy each of the posters and placard, for use in your library.

But there is opportunity for a much greater service on your part, in enlisting the active support of your faculty and students, and swinging them solidly in behind this campaign. It is a cause which should appeal to them with peculiar force, and for which their enthusiastic support should easily be secured.

There are many ways in which this support would be of value. If they did nothing more than make a selection from their own shelves, bearing in mind that we want not only the lighter literature, but technical books and language books, it would be well worth while. Perhaps they will be willing to go farther than this -- to call the campaign to the attention of their friends, or even to take an active part in a house-to-house canvass.

These details can be arranged with your local campaign director -- in most cases the librarian of the public library -- upon whom you may also call for such additional publicity material as you may need. If he has not enough to supply you, a further supply can be secured by him from his State Agency.

It seems to us that this is a campaign in which every university and college in the country will wish to have a share. We trust that you will see that yours is given every opportunity to help.

Very truly yours,

*Herbert Putnam*  
GENERAL DIRECTOR





AMERICAN LIBRARY ASSOCIATION.

LIBRARY WAR SERVICE.

Approximate quantity of Publicity Material  
Sent to each library on A. L. A. Mailing List.

<u>Class</u>	<u>Pop. of Town</u>	<u>Bul. 5</u>	<u>Falls Poster</u>	<u>Signal Poster</u>	<u>Placard</u>	<u>4 pg. leaflet</u>	<u>"War Service of the A.L.A. by Ir.T.W. Koch.</u>
1	To 5000	2	5	1	2	300	1
2	5000-10,000	5	8	2	8	1000	1
3	10,000-25,000	10	20	5	15	2500	1
4	25,000-50,000	10	30	7	15	4000	1
5	50,000- 100,000	22	40	10	20	8000	1
6	100,000- 200,000	22	100	25	40	7000- 20,000	1
7	over 200,000	52	200- 500	50- 125	60- 200	15,000 200,000	1
0	Institutional Libraries, etc.	2	1	1	1	200	1

Note

This 0 Class comprises school, institutional and other libraries on the A. L. A. mailing list in towns that have also a public library. They are supposed to work in harmony with the public library, but we have sent them a small supply of publicity material to make certain they would not be left out.



AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Washington, D. C.

We are sending to you copies of an illustrated pamphlet on the Library War Service, written by T. W. Koch, Chief of the Order Division, Library of Congress. This contains a general account of what had been accomplished up to the end of January, with a survey of the work to be done overseas. Copies have been furnished to the press, but possibly you can call the attention of your local papers to the human interest material contained within its pages. Some of the stories here published are quite new and of the sort that interests the general public.

A variety of photographs, zinc blocks and half tones is kept at Headquarters and can be supplied to newspapers on request.

2000

# American Library Association

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GEORGE B. UTLEY

HEADQUARTERS  
THE LIBRARY OF CONGRESS  
WASHINGTON, D. C.

ASSISTANTS TO THE DIRECTOR  
CARL H. MILAM  
JOSEPH L. WHEELER

DISBURSING OFFICER  
WILLIAM L. BROWN

February 28, 1918.

To the Librarian Addressed:

Men and women - an increasingly large number of them - are needed in the Library War Service, and these the best the profession possesses. About one hundred men are now in the Camp library service, and new ones are frequently needed to replace those whose leaves of absence expire. New stations also are being established. Library work is being developed in the base hospitals, and this is a work for which women are particularly well fitted. There are indications also that before long women can serve in the Camp libraries - in two Camps they are already serving.

With these increasing needs for both men and women for Library War Service we need the help of librarians, library commissions, and library schools, in discovering the best available persons - those to take charge of Camp libraries - those to serve as assistants, and those to develop library service in the base hospitals. Library boards are releasing librarians for two, three or four months - sometimes for longer - in most cases with full pay, sometimes with half pay, sometimes with the War Service paying \$100 a month and subsistence to librarians in charge, and \$75 a month and subsistence to assistants, the home library in these instances making up the difference.





The purpose of this letter is to ask if you will not help us by sending us the names of men and women whom you feel reasonably certain would be good for this service. Having their names in hand we will correspond with them, find out on what basis they can serve, for what period, where, etc. A few excellent assistants have not had previous library experience. Perhaps you know of some who would do well - teachers, business men, college students incapable of military service, etc.

Your assistance will be greatly appreciated. May we have suggestions from you as promptly as you can make them - and continuing suggestions from time to time as persons of promise come to your thought and attention.

Very truly yours,

GEORGE B. UTLEY

Executive Secretary.

F 28, '18  
150 copies.



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# American Library Association

## Library War Service

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EXECUTIVE SECRETARY  
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HEADQUARTERS  
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WASHINGTON, D. C.

ASSISTANTS TO THE DIRECTOR  
CARL H. MILAM  
JOSEPH L. WHEELER

DISBURSING OFFICER  
WILLIAM L. BROWN

March 9, 1918.

To the Librarian:--

General Pershing wants fifty tons of reading matter every month. That means at least one hundred thousand books per month.

The thirty-seven libraries in the big camps need from ten thousand to forty thousand books each.

There are nearly three hundred comparatively small camps, posts, forts and stations, which need from a few hundred to several thousand volumes each.

The daily demand for military, naval, technical and educative books is over-whelming, and nearly three hundred thousand have been purchased. But we need at least two million gift books, and we need them now.

If anyone questions the necessity of our nation-wide book campaign, tell them these things. You cannot state the case too strongly.

Nor can you push the campaign too strongly. We want to help you all we can, but, after all, the campaign in your town depends upon you.

Enclosed are some suggestions as to publicity, together with two articles and three editorials, which we hope you will find of service. You may say, if you wish, that the needs of local camps and camps in your own state will have first claim on your books.

We wish you all success in your campaign.

Yours very truly,

HERBERT PUTNAM

General Director.

THE UNIVERSITY OF CHICAGO  
LIBRARY

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THE UNIVERSITY OF CHICAGO  
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THE UNIVERSITY OF CHICAGO  
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THE UNIVERSITY OF CHICAGO  
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1912



# American Library Association

## Library War Service

Headquarters: Library of Congress, Washington, D. C.

MANAGER OF CAMP LIBRARIES  
MATTHEW S. DUDGEON

GENERAL DIRECTOR  
HERBERT PUTNAM  
LIBRARIAN OF CONGRESS

EXECUTIVE SECRETARY  
GEORGE B. UTLEY

CAMP LIBRARY  
U. S. CAMP SHELBY, MISS.

DISBURSING OFFICER  
WILLIAM L. BROWN

March 16th 1918.

Mr. P. L. Windsor,  
Librarian,  
University, of Ill.,  
Urbana, Ill.,

My dear Mr. Windsor:-

I have your letter of March 8th. and also one written early in February, but which delayed in the mails and only reached me this morning.

Perhaps I was not very specific in the suggestions which I made regarding publicity work. I had it in mind to write personal letters to most of the librarians in Ind. and to any one else in that State who you thought might be interested. A publicity suggestion reached me ~~from~~ head quarters after I had written to you and it strikes<sup>me</sup> very favorably. I am inclosing a copy which you may look over and act upon as you see fit. I am also inclosing a copy of the letter which I wrote to the Daily Illini and which may furnish the basis for some of the letters you people may be able to send out. I shall also inclose a simple letter which might be modified to fit various cases.

We are making a special effort to induce the

THE HISTORY OF THE UNITED STATES

OF THE

REPUBLIC OF THE UNITED STATES OF AMERICA

AND

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Lib. Sec.

# American Library Association

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EXECUTIVE SECRETARY  
GEORGE B. UTLEY

CAMP LIBRARY  
U. S. CAMP SHELBY, MISS.

DISBURSING OFFICER  
WILLIAM L. BROWN

II

soldiers to write home about the library work. The cards which you mentioned are not yet here, but I have word from Mr. Milam that they are to arrive very soon. I am unable to send you an interior view of the library but perhaps can send you an exterior within a few days.

I have already written to some of the librarians in Miss. and am in touch with the Chairman of the State Commission who lives in Hattiesburg. Perhaps I shall go to some of the larger cities of the State myself in order to push the coming campaign for books.

The news paper clipping which I forgot to send in my previous letter is inclosed. Since that time our circulation statistics have increased materially. On Sunday last we charged out 440 books from the main library alone.

If the people of the library school can use any of this material in preparing letters it will be a great help to us. They have my permission to sign these letters with my own name or with theirs, as they think best. Perhaps some of the people would be more easily reached by a letter from a Camp Librarian<sup>than</sup> or from those who are not directly

# THE HISTORY OF THE

REIGN OF

CHARLES THE FIRST

IN WHICH ARE CONTAINED  
THE  
CAUSES, THE CONDUCT, AND THE  
CONSEQUENCES OF THE  
WARRE, WHICH WAS  
BETWEEN HIM AND HIS  
PARLIAMENTS, AND THE  
COMMONS OF GREAT  
BRITAIN, FROM THE  
YEAR 1625. TO THE  
YEAR 1649.

By  
JOHN BURNET  
BISHOP OF SALISBURY  
AND  
OF ELY.

LONDON,  
Printed by J. Streater, at the  
Sign of the Gun, in St. Dunstons Church,  
in the Strand, 1680.

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A512X

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MANAGER OF CAMP LIBRARIES  
MATTHEW S. DUDGEON

<sup>H1</sup>  
CAMP LIBRARY  
U. S. CAMP SHELBY, MISS.

DISBURSING OFFICER  
WILLIAM L. BROWN

engaged in this work. If in addition to letters which can be prepared by the people at Illinois you think it desirable that I write to some people whom you know I shall be glad to do so, if you will send me their names. These people need not necessarily be librarians but might be any public spirited citizens who would be interested in our work.

I am very grateful for your kind offer of assistance and feel that the library at Illinois has been standing behind me in the work I have been trying to do here.

Very truly yours,

GFG/ELK

*Glenn F. Griffin*  
Camp Librarian.





AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR ~~CRAI~~SE

Headquarters  
Washington, D. C.

March 18, 1918.

To the Librarian:

The intensive book campaign during the week of March 18th, should not be the end, but the beginning. We have said this before, but we wish to emphasize it now.

THE PUBLIC MUST BE MADE TO REALIZE THAT OUR MEN WILL NEED BOOKS AS LONG AS THE WAR LASTS, and that the supply must be constantly replenished. We must do what we can to teach the public to turn their new books over to us, as a matter of course, as soon as they have read them.

We suggest that you announce the result of the week's campaign in the papers of March 25th, and at the same time tell your people why they must keep on giving. (Enclosed is a publicity note which may help.) Let your posters and placards stay up indefinitely. Continue as many as possible of your receiving stations. In a word, try to keep in motion the machinery which you have built up for book week.

If you have had any printing done locally, please send us samples, or if you have hit upon any particularly effective ideas, please tell us about them -- all for the benefit of future campaigns.

Of course it will be impossible to ship immediately all the books collected in the intensive campaign. It would be impossible for the librarians and the main dispatch offices to take care of all of them, if they were received within one or two weeks.

Please do not think, therefore, that your work has been in vain, or is not appreciated, simply because your books are not asked for immediately. They will be called for as rapidly as they can be handled.

Yours very truly,

HERBERT PUTNAM,

General Director.



027.91  
A512X**American Library Association****Library War Service**GENERAL DIRECTOR  
HERBERT PUTNAM  
LIBRARIAN OF CONGRESSEXECUTIVE SECRETARY  
GEORGE B. UTLEYHEADQUARTERS  
THE LIBRARY OF CONGRESS  
WASHINGTON, D. C.ASSISTANTS TO THE DIRECTOR  
CARL H. MILAM  
JOSEPH L. WHEELERDISBURSING OFFICER  
WILLIAM L. BROWN

April 5, 1918.

TO THE LIBRARIAN:

For use in War Library Bulletin No. 6 we need a report of the total number of books collected in your City during the campaign, or say since March 1st approximately.

Count all books turned in. Do not count unbound magazines. Do not count books sent in from other towns or cities.

Get the information to us not later than April 20th. Include figures up to April 10th if possible.

Wire collect if necessary.

Yours very truly,

CARL H. MILAM,

Assistant to the Director.

1893

1950-1951

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...the ... ..  
...the ... ..

1941. 1942. 1943. 1944. 1945. 1946. 1947. 1948. 1949. 1950. 1951. 1952. 1953. 1954. 1955. 1956. 1957. 1958. 1959. 1960. 1961. 1962. 1963. 1964. 1965. 1966. 1967. 1968. 1969. 1970. 1971. 1972. 1973. 1974. 1975. 1976. 1977. 1978. 1979. 1980. 1981. 1982. 1983. 1984. 1985. 1986. 1987. 1988. 1989. 1990. 1991. 1992. 1993. 1994. 1995. 1996. 1997. 1998. 1999. 2000. 2001. 2002. 2003. 2004. 2005. 2006. 2007. 2008. 2009. 2010. 2011. 2012. 2013. 2014. 2015. 2016. 2017. 2018. 2019. 2020. 2021. 2022. 2023. 2024. 2025. 2026. 2027. 2028. 2029. 2030. 2031. 2032. 2033. 2034. 2035. 2036. 2037. 2038. 2039. 2040. 2041. 2042. 2043. 2044. 2045. 2046. 2047. 2048. 2049. 2050. 2051. 2052. 2053. 2054. 2055. 2056. 2057. 2058. 2059. 2060. 2061. 2062. 2063. 2064. 2065. 2066. 2067. 2068. 2069. 2070. 2071. 2072. 2073. 2074. 2075. 2076. 2077. 2078. 2079. 2080. 2081. 2082. 2083. 2084. 2085. 2086. 2087. 2088. 2089. 2090. 2091. 2092. 2093. 2094. 2095. 2096. 2097. 2098. 2099. 2100. 2101. 2102. 2103. 2104. 2105. 2106. 2107. 2108. 2109. 2110. 2111. 2112. 2113. 2114. 2115. 2116. 2117. 2118. 2119. 2120. 2121. 2122. 2123. 2124. 2125. 2126. 2127. 2128. 2129. 2130. 2131. 2132. 2133. 2134. 2135. 2136. 2137. 2138. 2139. 2140. 2141. 2142. 2143. 2144. 2145. 2146. 2147. 2148. 2149. 2150. 2151. 2152. 2153. 2154. 2155. 2156. 2157. 2158. 2159. 2160. 2161. 2162. 2163. 2164. 2165. 2166. 2167. 2168. 2169. 2170. 2171. 2172. 2173. 2174. 2175. 2176. 2177. 2178. 2179. 2180. 2181. 2182. 2183. 2184. 2185. 2186. 2187. 2188. 2189. 2190. 2191. 2192. 2193. 2194. 2195. 2196. 2197. 2198. 2199. 2200. 2201. 2202. 2203. 2204. 2205. 2206. 2207. 2208. 2209. 2210. 2211. 2212. 2213. 2214. 2215. 2216. 2217. 2218. 2219. 2220. 2221. 2222. 2223. 2224. 2225. 2226. 2227. 2228. 2229. 2230. 2231. 2232. 2233. 2234. 2235. 2236. 2237. 2238. 2239. 2240. 2241. 2242. 2243. 2244. 2245. 2246. 2247. 2248. 2249. 2250. 2251. 2252. 2253. 2254. 2255. 2256. 2257. 2258. 2259. 2260. 2261. 2262. 2263. 2264. 2265. 2266. 2267. 2268. 2269. 2270. 2271. 2272. 2273. 2274. 2275. 2276. 2277. 2278. 2279. 2280. 2281. 2282. 2283. 2284. 2285. 2286. 2287. 2288. 2289. 2290. 2291. 2292. 2293. 2294. 2295. 2296. 2297. 2298. 2299. 2300. 2301. 2302. 2303. 2304. 2305. 2306. 2307. 2308. 2309. 2310. 2311. 2312. 2313. 2314. 2315. 2316. 2317. 2318. 2319. 2320. 2321. 2322. 2323. 2324. 2325. 2326. 2327. 2328. 2329. 2330. 2331. 2332. 2333. 2334. 2335. 2336. 2337. 2338. 2339. 2340. 2341. 2342. 2343. 2344. 2345. 2346. 2347. 2348. 2349. 2350. 2351. 2352. 2353. 2354. 2355. 2356. 2357. 2358. 2359. 2360. 2361. 2362. 2363. 2364. 2365. 2366. 2367. 2368. 2369. 2370. 2371. 2372. 2373. 2374. 2375. 2376. 2377. 2378. 2379. 2380. 2381. 2382. 2383. 2384. 2385. 2386. 2387. 2388. 2389. 2390. 2391. 2392. 2393. 2394. 2395. 2396. 2397. 2398. 2399. 2400. 2401. 2402. 2403. 2404. 2405. 2406. 2407. 2408. 2409. 2410. 2411. 2412. 2413. 2414. 2415. 2416. 2417. 2418. 2419. 2420. 2421. 2422. 2423. 2424. 2425. 2426. 2427. 2428. 2429. 2430. 2431. 2432. 2433. 2434. 2435. 2436. 2437. 2438. 2439. 2440. 2441. 2442. 2443. 2444. 2445. 2446. 2447. 2448. 2449. 2450. 2451. 2452. 2453. 2454. 2455. 2456. 2457. 2458. 2459. 2460. 2461. 2462. 2463. 2464. 2465. 2466. 2467. 2468. 2469. 2470. 2471. 2472. 2473. 2474. 2475. 2476. 2477. 2478. 2479. 2480. 2481. 2482. 2483. 2484. 2485. 2486. 2487. 2488. 2489. 2490. 2491. 2492. 2493. 2494. 2495. 2496. 2497. 2498. 2499. 2500. 2501. 2502. 2503. 2504. 2505. 2506. 2507. 2508. 2509. 2510. 2511. 2512. 2513. 2514. 2515. 2516. 2517. 2518. 2519. 2520. 2521. 2522. 2523. 2524. 2525. 2526. 2527. 2528. 2529. 2530. 2531. 2532. 2533. 2534. 2535. 2536. 2537. 2538. 2539. 2540. 2541. 2542. 2543. 2544. 2545. 2546. 2547. 2548. 2549. 2550. 2551. 2552. 2553. 2554. 2555. 2556. 2557. 2558. 2559. 2560. 2561. 2562. 2563. 2564. 2565. 2566. 2567. 2568. 2569. 2570. 2571. 2572. 2573. 2574. 2575. 2576. 2577. 2578. 2579. 2580. 2581. 2582. 2583. 2584. 2585. 2586. 2587. 2588. 2589. 2590. 2591. 2592. 2593. 2594. 2595. 2596. 2597. 2598. 2599. 2600. 2601. 2602. 2603. 2604. 2605. 2606. 2607. 2608. 2609. 2610. 2611. 2612. 2613. 2614. 2615. 2616. 2617. 2618. 2619. 2620. 2621. 2622. 26

1910

1890

1990

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In answering please use this form.  
It should reach us April 20th

A. L. A. WAR SERVICE,  
Library of Congress,  
Washington, D. C.

City of \_\_\_\_\_ collected \_\_\_\_\_  
volumes.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
City & State

April \_\_\_\_\_ 1918 .

THE UNIVERSITY OF CHICAGO  
LIBRARY

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# American Library Association

## Library War Service

GENERAL DIRECTOR  
HERBERT PUTNAM  
LIBRARIAN OF CONGRESS

EXECUTIVE SECRETARY  
GEORGE B. UTLEY

HEADQUARTERS  
THE LIBRARY OF CONGRESS  
WASHINGTON, D. C.

ASSISTANTS TO THE DIRECTOR  
CARL H. MILAM  
JOSEPH L. WHEELER

DISBURSING OFFICER  
WILLIAM L. BROWN

April 10, 1918.

To the Librarian:

Please indicate by the titles given below (#) the number of copies of each of the books you now have available for shipment. Mail the report to us and hold the books until you have definite shipping instructions. It is desirable to have a good portion of the stock held in reserve for a time, to avoid congestion at some of the camps.

Our information is that there has been a very generous response to our call for Baedekers and we want to make the best possible use of them.

It is, of course, not essential that the figures be exact. Reasonably accurate estimates will answer. In the meantime, hold the Baedekers, unless you know of specific need.

Yours very truly,

CHM:JK

Assistant to the Director,

### BAEDEKERS

#Belgium and Holland

# Paris and environs

Northern Italy

Southern Italy and Sicily

Northern France

Italy from the Alps to Naples

Southern France

Central Italy and Rome.



THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY

1924

1924

The following table gives a summary of the results of the experiments conducted during the year 1924. The data are arranged in two columns, the first column giving the results of the experiments conducted during the first half of the year, and the second column giving the results of the experiments conducted during the second half of the year.

The results of the experiments conducted during the first half of the year are given in the first column of the table. The results of the experiments conducted during the second half of the year are given in the second column of the table.

The results of the experiments conducted during the first half of the year are given in the first column of the table. The results of the experiments conducted during the second half of the year are given in the second column of the table.

1924

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# American Library Association

## Library War Service

GENERAL DIRECTOR  
HERBERT PUTNAM  
LIBRARIAN OF CONGRESS

EXECUTIVE SECRETARY  
GEORGE B. UTLEY

HEADQUARTERS  
THE LIBRARY OF CONGRESS  
WASHINGTON, D. C.

ASSISTANTS TO THE DIRECTOR  
CARL H. MILAM  
JOSEPH L. WHEELER

DISBURSING OFFICER  
WILLIAM L. BROWN

May 15, 1918

To the Librarian:

In order to make sure that no man in the profession escapes an appeal to take part in Camp Library work, this letter is sent to all members of the A. L. A., and to every library on the A. L. A. mailing list, asking:

1. For men librarians who will go into Library War Service.
2. For names of men formerly connected with library work, who might be secured for the Service.
3. For names of men not in the profession, who are not subject to military service, who with a little formal instruction might be useful in camp libraries.

Camp Library work needs men of real executive ability, men who know books, not merely as scholars, but who can see and solve the problem of getting the right book into the hands of every man in camp. It needs men of common sense, of some dignity, and men who are used to roughing it, who can stand strenuous work.

Send us on the enclosed form the names of as many men as you know, who measure up to these standards, and don't forget to send in your own name if you are a man.

Very truly yours,

HERBERT PUTNAM,

General Director.

Enc.



TO LIBRARY WAR SERVICE

WASHINGTON, D. C.

The names given below are suggested as of those suitable (and possibly available) for service in Camp or Hospital Library work.

Name

Address

Approximate Age

Present Employment



7  
YOUR BAEDEKER'S GUIDEBOOKS ARE NEEDED

EVERY TRANSPORT MUST BE SUPPLIED.

A complete set of Baedeker's guidebooks to the countries of western Europe should be placed on every transport sailing from this country, according to the request received by the A.L.A. Library War Service.

No longer can these guidebooks be used as kindly conductors to the best hotels and pensions, art galleries and cathedrals, or as suggestions for sight-seeing trips and sojournings. They are needed now TO HELP WIN THE WAR, by giving officers and men detailed information that will enable them to adapt themselves most readily to their new environments.

"Americans should withhold none of their possessions that will help our boys" said one woman, when bringing to the library her treasured and well travelled volumes. Now is the time <sup>to</sup> commandeer these idle books and give them a chance for service never anticipated when they were purchased.

Many of these are not for sale in this country now and they must be obtained from private owners, or the needs of the boys on the transports will not be met.

The guidebooks should be taken to the nearest public library at once. They will be sent to an A.L.A. Dispatch office and placed on a transport or sent to a camp, and will help to win the war.

A.L.A. War Service  
Library of Congress  
Washington, D.C.

- - - - -  
A.

Press Bulletin  
May 18. 1918.





## IMPERATIVE NEED OF MAGAZINES.

Telegrams from camps are constantly received at A.L.A. Library War Service Headquarters. stating, - "Imperative need of magazines. Can't we get more Burleson Magazines here?"

The American people are essentially magazine readers. Thousands of periodicals are read every week in American homes, on trains, in offices, and street-cars, and then thrown away.

Soldiers and sailors have many leisure hours waiting for trains, after mess at night, on transports, behind the front lines, when magazines which are easily read, would relieve loneliness, fatigue and anxiety.

The magazines specially needed are Punch, Judge, Life, Popular Mechanics, Popular Science Monthly, Scientific American, Atlantic Monthly, Harper's Magazine, Scribner's, Century, Century, and others of this character, not more than two months old. Monthly story magazines, of more than transient interest, are especially desired.

The U.S. Postoffice Department has made it easy to send them to the boys. All that is necessary is to put a one cent stamp on the magazines - no address - no wrapping - and mail it. Uncle Sam will do the rest.



BOOKS IN FOREIGN LANGUAGES NEEDED  
ALMOST IMPOSSIBLE TO BUY THEM.

The soldiers need books in foreign languages, and such books are becoming scarce in America. It is almost impossible to buy them since the War has held up shipments from Europe.

Thousands of the men in training in U.S. camps are foreigners, with little or no ability to read English, and the A.L.A. Camp librarians wish to supply them with books they can read. A recent census of Camp Devens, at Ayer, Mass., given in the American Leader magazine, shows 40 different languages in use, ranging from French and Italian in the majority, to Maltese, Egyptian, and Gaelic. Americanization of these men is taking place through their camp training and classes in English, and is simplified if their confidence can be gained through the pleasure given them in books of their own language.

Foreign books or papers, in good condition, will be welcomed at the nearest public library and reported to Washington headquarters.

A.L.A. War Service  
Library of Congress  
Washington, D.C.

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C.

Press Bulletin  
May 18, 1918.



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# American Library Association

## Library War Service

GENERAL DIRECTOR  
HERBERT PUTNAM  
LIBRARIAN OF CONGRESS

EXECUTIVE SECRETARY  
GEORGE B. UTLEY

HEADQUARTERS  
THE LIBRARY OF CONGRESS  
WASHINGTON, D. C.

ASSISTANTS TO THE DIRECTOR  
CARL H. MILAM  
JOSEPH L. WHEELER

DISBURSING OFFICER  
WILLIAM L. BROWN

June 4, 1918.

To the College and Normal School Librarian:-

In February, we sent you an appeal for co-operation in getting books for the men in uniform.

The demand continues, especially for textbooks in science, mathematics, European and American history, rhetoric, grammar, and modern foreign languages- especially French texts and grammars.

We appeal to you because we are sure you will be able to furnish many of these books. Can you not obtain gifts from students leaving school? Many who sell their used books to second-hand book dealers would be willing to give them for camps, if they knew of this urgent demand. Instructors and professors will give many volumes. Co-operative bookstores might be invited to contribute books. Many texts supplanted in school by new editions or the works of new authors, would be of service in camp.

Can you not, even at this very busy season, obtain such books ( in good condition), and report to us by June 15th the number of books on each subject you have on hand.

Very truly yours,

HERBERT PUTNAM,

General Director.





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Lib. vol.

AMERICAN LIBRARY ASSOCIATION

Library War Service

Headquarters  
The Library of Congress  
Washington, D.C.

July 24, 1918.

To the Librarian:

We enclose a press bulletin for immediate release through your local newspapers. It is ready for your city editors, when you have filled in the blank.

As you will see, this bulletin tells of the urgent demand for gift books for overseas shipments. The March campaign resulted in collection of 3,000,000 books, but more are needed.

If you have books on hand, please report them immediately to your State Agency, or to Headquarters. In any case, please do your utmost to collect more books. Ask local newspaper and magazine editors not only for space for your appeal, but also for their review copies of new books. Ask local booksellers to cooperate in every way possible.

Report gifts promptly to State Agencies or to Headquarters (in accordance with previous instructions). Prepare them for circulation if possible - no shelf cards needed. Shipping instructions will be sent you.

Remember:

Our men overseas need more books  
and we must supply them.

Very truly yours,

HERBERT PUTNAM

General Director.

(Enclosure)





## SOLDIERS IN FRANCE NEED MORE BOOKS

The \_\_\_\_\_ Public Library has received today a request from the American Library Association's Headquarters in Washington for more books from this community for the men overseas.

The appeal from Washington states that new novels and good Western stories, whether new or old, are most needed. Books by Zane Grey, Rex Beach, Jack London, Ralph Connor, Owen Wister and O. Henry are very popular. The Public Library announces that it will receive and forward all suitable books that are turned in. It urges the friends of the soldiers and sailors, many of whom have already responded most generously, to give more books.

The communication received by the Library from the Washington Headquarters states that over 600,000 books have been sent overseas. The supply is nearly exhausted, and several hundred thousand more will be needed soon by the six dispatch offices which are now shipping books to France. The books are packed at these dispatch offices in strong cases, so built that they serve as a bookcase.

They go on the decks of transports, in cargo vessels and in naval vessels. Those that go on the decks of transports are open so that the men may have reading matter for use on the voyage. All these books are gathered together again, however, replaced in the cases and delivered to the proper officials in France.

In France, the books are distributed by an experienced Librarian, representing the American Library Association. Most of them go to Y.M.C.A., Red Cross and Salvation Army huts, hospitals and canteens. Others go directly to chaplains and officers.

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AMERICAN LIBRARY ASSOCIATION  
Library War Service

Headquarters: The Library of Congress.  
Washington, D. C.

July 31, 1918.

To the Librarian:

There seems to be a lack of reading matter on the troop trains en route to and from various parts of the country. In your judgment, is this a real lack that should be supplied? To arrive at a proper conclusion will you help us by answering, after a little inquiry of the Red Cross or other interests, the following questions.

Are the troop trains which leave or pass through your city or town supplied with reading matter?

- (a) Books?
- (b) Magazines?
- (c) Newspapers?

From what sources does this reading matter come?

Who is responsible for its collection?

How is the collecting actually done?

Who puts it on the troop trains?

From what source is the information concerning the schedule of troop trains received?

Is the work being carried out systematically, in such a way that you feel certain that all troops are adequately supplied?

In your judgment, is the need sufficiently evident to warrant organized effort between Red Cross Clubs or Civic organizations and libraries to meet it?

Have you any reason for believing that further attention on the part of the libraries or the A.L.A. is (a) necessary (b) unnecessary?

This letter is going to only a few of the libraries in the large cities in the different parts of the country.

Yours very truly,

CARL H. MILAM  
Assistant to the Director.



AMERICAN LIBRARY ASSOCIATION  
Library War Service

Headquarters: The Library of Congress,  
Washington, D. C.

July 31, 1918.

To the Librarian:

The books in the following list should  
under no circumstance be sent to a camp or station library:

|                            |                                       |
|----------------------------|---------------------------------------|
| Barbusse                   | Under Fire                            |
| Bierce, Ambrose            | Can Such Things Be?                   |
| Bierce, Ambrose            | In the Midst of Life                  |
| Century Company, pub.      | America after the war                 |
| Chesterton, Gilbert K.     | Utopia of Usurers                     |
| Connolly, Nora             | The Unbroken Tradition                |
| Ewers, Dr. Hans Heinz      | Let the Rulers Beware                 |
| Ewers, Dr. Hans Heinz      | The Vampire                           |
| Freitag-Lovinghoven        | Deductions from the world war         |
| Glass, Mrs. Charles Wilder | Her Invisible Spirit Mate             |
| Grashoff, R.               | Tragedy of Belgium                    |
| Huebsch, B. W. pub.        | A German Deserter's War<br>Experience |
| Latzko, Andreas            | Men in War                            |
| Souiny-Sgydlitz, Baroness  | Russia of Yesterday & Tomorrow        |
| Trotsky                    | Bolshiviki and World Peace            |

If in sorting your books for soldiers,  
you have found certain books not on this list which  
are, in your opinion, and for military reasons, not  
desirable for use in camps and stations, please com-  
municate with us, giving as much information as poss-  
ible about the book.

Yours very truly,

AMERICAN LIBRARY ASSOCIATION  
LIBRARY WAR SERVICE.

1. *Chlorophyll a* (Chl *a*)

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AMERICAN LIBRARY ASSOCIATION

Library War Service

Headquarters  
The Library of Congress  
Washington, D.C.

August 8, 1918

TO THE LIBRARIAN:

The Finance Committee of the A.L.A. War Service Committee will make a campaign this fall for money for the purchase of books and the maintenance and expansion of Library War Service.

It is very important that there should be no conflict in the public mind between the desire for gift books and the request for money. We do not plan to send out from this office any more Press Bulletins or newspaper copy about the need for gift books until after the money campaign is over.

It is suggested that librarians avoid asking newspapers to print articles about the desire for gift books. If you have newspaper publicity material on hand on this subject, we recommend that you hold it for use when the financial campaign is over.

This letter is not intended to put a stop to the flow of gift books. On the contrary, these books are very definitely needed now, and except by the use of newspaper space, every possible means should be taken to continue the collection of books. It is going to be necessary a little later, however, to ask the newspapers for a great deal of space in connection with the appeals for money, and it will be much more difficult to get the space for the appeal if, in the meantime, the columns have been filled with requests for books. There is also likely to occur a confusion in the public mind as to why money should be required when the continual appeal has been for books.

Campaign headquarters for the Second Library War Fund have been established at 124 East 28th Street, New York City. The campaign will be under the general direction of Dr. Frank P. Hill, Chairman of the War Finance Committee. Mr. Wickes Wamboldt is the National Campaign Director, and Mr. Frank Parker Stockbridge, as Director of Information, is in charge of National publicity. You will receive communications directly from the New York office, and it is earnestly urged that all possible cooperation be given in the effort to raise a fund sufficient to supply adequately all the library needs of our fighting forces for a year to come.

Yours very truly,

HERBERT PUTNAM

General Director



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# American Library Association

## Library War Service

GENERAL DIRECTOR  
HERBERT PUTNAM  
LIBRARIAN OF CONGRESS

EXECUTIVE SECRETARY  
GEORGE B. UTLEY

HEADQUARTERS  
THE LIBRARY OF CONGRESS  
WASHINGTON, D. C.

ASSISTANTS TO THE DIRECTOR  
CARL H. MILAM  
MALCOLM G. WYER

DISBURSING OFFICER  
WILLIAM L. BROWN

August 23, 1918.

To the Librarian:

The Army Technical Training School, named below, is in your city. It is an opportunity for library service which we are sure you have been glad to accept.

Will you please report to us what has been done and whether the library facilities for these men are adequate? The enclosed questionnaire will be helpful in making your reply.

If you have not already approached the Director of this Training School, with an offer of cooperation on your part and ours, will you not do so at once?

It is possible that some other library should have been addresses. If so, please pass this letter on to that library, and send a note to us stating that you are doing so. If each of two or more librarians might logically render this service we recommend a conference and a report to us of the decision reached.

Yours very truly,

HERBERT PUTNAM,

General Director.

Subjects

Number  
of Men.

Editor, The Journal of the American Medical Association

Dear Sir:

I am writing to you regarding the recent publication of the article on the treatment of the common cold. I have read it with great interest and find it very informative.

The article discusses the various symptoms of the common cold and the different treatments available. I am particularly interested in the section on the use of antibiotics, as I have often been asked by my patients if they should take them.

It is reassuring to know that antibiotics are not effective against the common cold, as it is caused by a virus. This information will be very helpful to my patients.

I am also interested in the section on the use of antiviral drugs. I have been using them for some time, but I am not sure if they are really effective. I would like to know more about the latest research on this topic.

Very truly yours,

Dr. J. H. Smith

123 Main Street

Springfield, Illinois

Report on Library Service to the  
Army Technical Training School at

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Have you used the A. L. A. gift books for recreational material? How many?

Is it necessary for us to supply moderate quantities of technical books?

Where is the library for these men housed?

Are you supplying gift magazines, or are they needed?

Is it possible for any man in uniform to borrow books from your own library and from other public, or semi-public libraries in your city without other requirements than his signature, with notation of his organization and local address? This seems to us specially desirable.

Is the service recognized, in part at least, as Library War Service of the American Library Association? This is desirable for publicity purposes, especially just now before the financial campaign.

Remarks:

8-23-18

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(Librarian)

---

(Name of Library)

---

(City and State.)



THE UNIVERSITY OF CHICAGO  
LIBRARY  
540 EAST 57TH STREET  
CHICAGO, ILL. 60637

RECEIVED  
JAN 11 1961

FROM THE  
LIBRARY OF THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO  
LIBRARY  
540 EAST 57TH STREET  
CHICAGO, ILL. 60637

THIS BOOK IS THE PROPERTY OF THE  
UNIVERSITY OF CHICAGO LIBRARY  
AND IS LOANED TO YOU BY THE  
LIBRARY OF THE UNIVERSITY OF CHICAGO  
540 EAST 57TH STREET  
CHICAGO, ILL. 60637

IN THE UNIVERSITY OF CHICAGO LIBRARY  
THIS BOOK IS LOANED TO YOU BY THE  
LIBRARY OF THE UNIVERSITY OF CHICAGO  
540 EAST 57TH STREET  
CHICAGO, ILL. 60637

UNIVERSITY

LIBRARY  
540 EAST 57TH STREET  
CHICAGO, ILL. 60637

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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters  
Washington, D. C.

August 26, 1918.

To the Librarian:

We have instructions from the War Department to remove from camp libraries the titles listed below.

Will you please see that in sorting books none of them are sent to camp libraries.

|                        |                                      |                                |
|------------------------|--------------------------------------|--------------------------------|
| Balch, E. G.           | Approaches to the peace settlement.  | B. W. Huebsch                  |
| Berkman,<br>Alexander  | Prison memories of an anarchist      | Mother Earth<br>Pub. Co.       |
| Burgess, John W.       | America's relation to the great war. | McClurg                        |
| Burgess, John W.       | European war of 1914.                | McClurg                        |
| Carson, Capshaw        | Witness testifies                    | Carson Bros.<br>Pub. Co.       |
| Daniells,<br>Arthur J. | World in perplexity                  | Review, and<br>Herald Pub. Co. |
| Daniells,<br>Arthur J. | World war                            | Review, and<br>Herald Pub. Co. |



OF GREAT BRITAIN AND IRELAND

Volume 100, Part 1, 1970

Edited by

Professor Sir John Huxley

and

Professor Sir Kenneth Robinson

and

Professor Sir John Huxley

Published by the Royal Anthropological Institute of Great Britain and Ireland

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|---|--|--------------------------|
| Granger, A. H.                                    | England's world empire                   | Open Court Pub. Co.      |
| Harris, Frank                                     | England or Germany                       | Wilmarth Press           |
| Hedin, Sven                                       | With the German armies in the west.      | Lane                     |
| Henderson, E. F.                                  | Germany's fighting machine               | Bobbs-Merrill            |
| Howe, Frederic C.                                 | Why war?                                 | Scribner                 |
| Hugins, Roland                                    | Germany misjudged                        | Open Court Pub. Co.      |
| Jones, Rufus                                      | A more excellent way                     | Assoc. Press             |
| Leake, W. S.                                      | How to protect our soldiers              | Publisher-<br>the author |
| Linc0ln, I. T. T.                                 | Revelations of an international spy.     | McBride                  |
| McAuley, M. E.                                    | Germany in war time.                     | Open Court+              |
| McGuire, Jas. K.                                  | What could Germany do for Ireland?       | Wolfe Tone Co.           |
| Muecke, H. von                                    | Emden                                    | Ritter & Co.             |
| Münsterberg, H.                                   | The war and America                      |                          |
| Reventlow, Ernst,<br>von Vámpire of the continent |  | Jackson Press            |
| Schrader, F. W.                                   | German-American handbook                 | Publisher-<br>the author |
| Skinnyder,<br>Margaret                            | Doing my bit for Ireland                 | Century Co.              |
| Thomas, M. M/<br>and others                       | Conquest of war                          | Fellowship Press         |
| Viereck, G. S.                                    | Songs of Armageddon                      | Mitchell<br>Kennerley    |
| (Anonymous)                                       | World's crisis in the light of prophecy. | Review of Reviews.       |

American Library Association

Library War Service.



Please Keep This Circular.

Later Correspondence will Refer to It.

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# American Library Association

## Library War Service

(HEADQUARTERS: LIBRARY OF CONGRESS, WASHINGTON)

S. A. T. C. SECTION  
WM. W. BISHOP  
IN CHARGE

### S. A. T. C. No. 1

Washington, D. C., Nov. 1, 1918.

To the Librarian:

Numerous requests have come to Headquarters of the Library War Service for direct service to the Student Army Training Corps in various schools and colleges throughout the country. This circular will serve as a preliminary answer to such requests and inquiries and as a statement of such service as it now seems feasible for the A.L.A. War Service to render to the S.A.T.C.

It seems necessary, however, to say that the ability of the War Service to carry out the supply of books and periodicals contemplated in this circular (Sections 2, 4, 6,) will be largely dependent on the results of the forthcoming campaign for money.

### S. A. T. C.—SECTION A.

1. The S.A.T.C. presents only a partial analogy to the situation in the training camps and abroad. Units of this student corps are stationed only in educational institutions already established and with plants in most respects adequate to care for the book needs of the student soldiers and sailors. College and university libraries are on the ground, provided with generally adequate equipment in the way of books, and with library organizations prepared to cope with a situation new only in certain military and instructional aspects. In the camps there were, speaking broadly, no libraries or librarians until the A.L.A. furnished both buildings and books. In every college there is a library more or less well equipped with the needed books and with a staff of trained librarians. Many of the colleges are in cities and towns having public libraries, able and willing to help the college libraries to the extent of their resources.

The work of the A.L.A. Library War Service, it is plain, must be one supplementing these existing agencies, and should be offered only where there is need of aid because of exceptional local conditions. University and college libraries, therefore, which are able to handle the present demand without assistance should read this circular as a word of explanation of what is being proposed for others less fortunate than themselves. Librarians of public libraries to whom it is sent will, it is hoped, notify the War Service Headquarters of cases in which they are unable to afford needed assistance to the colleges.

2. RECREATIONAL READING. In most cases the college and public libraries alike have already cared for this feature

- (a) By throwing open their books for circulation to any men in uniform (occasionally with some guarantee either by commanding officer, college library, or Board of Trustees). It is especially urged that this practice be made general. Whenever local ordinances and regulations require a legal guarantor, it will generally be found possible to provide a single person or institution to serve for all S.A.T.C. men in lieu of individual guarantors for each soldier:
- (b) Magazines and popular books are provided for "Y" and K. of C. huts, hostess houses, and other established means for offering soldiers reading matter, in addition to the opportunities of the college library itself. It is not contemplated that the



War Service will supply the "Y" and K. of C. huts with books required to be read in courses of instruction. In case of necessity the War Service will provide its "standard set" of eleven magazines and also a few general reference books for such huts. Ordinarily the college and local public library can furnish them enough books and magazines. But where there is a dearth of such reading matter the War Service can and will supply a moderate number of "gift books" from its stock on hand on application to Headquarters. Applications (which should come from the college librarian or the supervisor) should make it clear that local resources have been exhausted.

- (c) College librarians are doubtless well aware by this time that S.A.T.C. men in Section A and in the naval units have little free time for recreational reading, and that such service must generally be afforded in places near their barracks. Section B men, having five evenings a week free, have greater need of this sort of service.

3. REQUIRED STUDY. Under the S.A.T.C. Curricula drawn up by the War Department Committee on Education and Special Training, "required reading" in the old sense is generally impossible. The student supplies his own text-books. And college libraries will not ordinarily be expected to provide duplicates in quantity for required collateral reading. The question of material for "supervised study" for the so-called essential subjects is, however, likely to press heavily on the college librarian. Copies of the circulars outlining these courses (for Section A men) are now in the hands of college officers, and can be seen by librarians, in case they are not themselves already provided with them. These essential subjects, as college librarians are doubtless aware, are (a) War Issues, (b) Military Hygiene and Sanitation, (c) Military Law and Practice, and (for most Section A men) (d) Surveying and Map Making. These subjects have formed no considerable part of the instruction in the ordinary college. The college libraries generally are not prepared to furnish books on these topics in the required quantities from their present stock. In some colleges and universities in which the need is very great, the ordinary division of the book funds among the several departments has been either suspended or the amounts reduced, and the book funds diverted to a greater or less degree to the purchase of books for use in the study of these "essential subjects." Such a course seems practical and desirable, and the possibility of such diversion of book-funds is brought to the attention of college librarians as affording a solution of some financial difficulties.

4. WAR ISSUES COURSE. Required of all students. Librarians are urged to procure from the Committee on Education and Special Training of the War Department, Old Land Office Building, Washington, D. C., a copy of its Bibliography (C.e. 17) on the Issues of the War, Instructors in charge of this course probably have copies already. The Library War Service assumes that every college library can afford to purchase at once (if it does not already own) the 33 items starred on this bibliography. The cost (exclusive of the New York Times *History of the War*, which most college libraries now own) is approximately but \$48.00, a sum within the reach of practically every college library.

Instructors in the War Issues Course are naturally expecting to use a generous supply of the pamphlets (including the War Encyclopedia) issued by the Committee on Public Information. The War Encyclopedia is at present (Nov. 1) out of print. A reprint (25,000 copies only) is being hastened through the Government Printing Office. A new edition is in process but will not be ready for some weeks. Officers of the Committee on Public Information urge librarians to order pamphlets on the basis of not more than one copy to every ten men enrolled in the course. It would be safer to make it one copy for every fifteen men, as the Committee cannot (naturally) confine the issue of its publications to the college libraries. Application should be made to the

Division of Education, Committee on Public Information, 10 Jackson Pl., Washington, D. C. Librarians are asked to remember that transportation of printed matter is very slow under present conditions.

It is highly probable that there will be difficulty in securing the material needed for the work of the second quarter (January-March) in this course. Librarians will be wise in conferring at once with the head of department having the second quarter's work in charge, and arranging *without delay* for books and pamphlets. This work is concerned with the political systems of Europe. Many of the books which will be wanted are published in Great Britain and can be had in sufficient quantities *only if ordered by cable now*. The American offices of these British firms are not likely to have in hand stock sufficient for the needs of two hundred thousand students, and there may be great difficulty in securing permission to ship copies in any great numbers.

This office will probably issue later lists of material distributed free of charge which will be helpful in the War Issues Course, and in other essential subjects, as well as lists of other valuable aids, such as maps. The Library War Service is not in a position to furnish generally books and pamphlets for this course. It is thought that the libraries can meet the need. Very exceptional cases will, of course, be considered sympathetically, particularly those of newly established institutions with necessarily small libraries.

## 5. OTHER "ESSENTIAL SUBJECTS"

(a) Military Law and Practice. The two primary sources for the instruction in this course are the Regulations for the Army of the U. S., Washington, Government Printing Office, 1917, War Dept. Document 454; and the Manual for Courts Martial, etc., issued by the Judge Advocate General's Department of the Army, War Dept. Document 560. These can be procured in the necessary quantities by the Commanding Officer of the S.A.T.C., who will probably be glad to see that copies in sufficient number reach the college library. As a rule the libraries will do well to rely on the officers of the Army assigned for duty to the colleges in procuring necessary War Department publications, rather than attempt to secure them through the ordinary channels.

(b) Sanitation and Hygiene (Military). The ordinary manuals on hygiene and sanitation will not be of much value as reference books for this course, which is required of all students. Aside from their text-books students should have access to a few standard books on military sanitation and the hygiene of the soldier. Certain titles suggested are:

|   |        |
|---|--------|
| Ford, J. H., Field Hygiene and Sanitation. Blakiston.....                 | \$1.25 |
| Munson, E. L., Principles of Sanitary Tactics. Banta .....                | 2.15   |
| Mason, C. F., Complete Handbook for the Sanitary Troops. Wood.....        | 4.00   |
| Wilson, J. S., Field Sanitation. Banta.....                               | 1.00   |
| Keefer, F. R., Textbook of Military Hygiene. Saunders .....               | 1.75   |
| U. S. War Dept., Manual of Physical Training (Dec. 436), Govt. Ptg. Off.  |        |
| Lynch & Cumming, How to Keep Fit in Camp and Trench. Blakiston---         | .30    |
| Fisher, I., and Fisk, E. L., Health for the Soldier and Sailor. Funk----- | .60    |

It is not contemplated that the Library War Service will ordinarily furnish these books. The list is given as an aid to meeting needs rapidly.

(c) Surveying and Map Making. Colleges not having work in civil engineering or departments of engineering will need to purchase books and maps in aid of the work in this course. The Committee on Education and Special Training will, it is understood, shortly issue specific directions for the maps and books in this work.



## S. A. T. C.—SECTION B.

6. THE TRAINING DETACHMENTS established in many colleges have now become Section B of the S.A.T.C. Many of these sections have worked out a routine and are provided with books as aids of instruction. In colleges not having engineering departments and strong engineering libraries, there has been crying need for technical books for use of Section B men who are working intensively on narrow lines and who have more free time than those of Section A.

In view of this situation the Library War Service is now prepared to furnish military and technical books in small quantities (and in duplicate where needed) to such colleges as cannot adequately meet the instructional needs of Section B. The college librarian will ordinarily act as supervisor of this collection and see to the care, record and proper use of the books thus furnished. Commanding officers will ordinarily undertake willingly to see that such books are not abused. Books on gas engines, automobile construction and repair, electricity, wiring for telephones, gun-smithing, rough carpentry, etc., etc., are the sort most frequently in demand. Librarians needing books of this kind should specify the subjects taught, the number of men in training, the extent of their own resources, and the provision made for the care of the books. They will do well to consult with Commanding Officers of Section B before framing a list of their wants, which will be supplied as rapidly as the other demands on the War Service permit.

7. RECREATIONAL READING. See above under Section A. It is urged that the librarians of colleges having Section B men cooperate to the full with the local public library and with the "Y" and K. of C. secretaries, using A.L.A. gift books available locally.

8. WAR ISSUES COURSE. SECTION B. This is given on a less ambitious scale than the course planned for Section A. Instructors having this course in charge will know rather definitely about the books needed. Colleges and High Schools not having these books, and not able to get them from public libraries, are urged to write to Headquarters stating their difficulties.

9. CORRESPONDENCE. The Headquarters force of the A.L.A., Library War Service, will be glad to answer any specific questions on matters discussed in this circular, or on related topics. Librarians are requested to state their wants fully, *after exhausting local means of aid*. Many letters already received reveal an ignorance of sources of supply directly at hand. This is particularly the case in letters from "Y" and K. of C. secretaries recently detailed to the colleges from the camps. College librarians, therefore, and town librarians should use every effort to make their facilities known to the other agents in the same work.

COMMUNICATIONS (to the A.L.A. Washington Headquarters) relating to the S.A.T.C. should be addressed "A.A.L. WAR SERVICE, Library of Congress, Washington, D. C. *For attention of S.A.T.C. Section.*"

Very respectfully,

HERBERT PUTNAM,  
General Director.

By

William W. Bishop,  
In charge S.A.T.C. Section.



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# American Library Association

## Library War Service

GENERAL DIRECTOR  
HERBERT PUTNAM  
LIBRARIAN OF CONGRESS

EXECUTIVE SECRETARY  
GEORGE B. UTLEY

HEADQUARTERS  
THE LIBRARY OF CONGRESS  
WASHINGTON, D. C.

ASSISTANTS TO THE DIRECTOR  
CARL H. MILAM  
MALCOLM G. WYER

DISBURSING OFFICER  
WILLIAM L. BROWN

November 18, 1918.

Dear Sir:

The advantages of a college education have been most conclusively demonstrated during the mobilization of the U.S. Army. Soldiers, sailors and marines everywhere in the weeks or months preceding their return to civil life will consider the possibility of a college course. We suggest that a catalog of your institution will be a useful addition to our Camp Libraries, and we enclose a mailing list for your use if you care to send one.

Very truly yours,

MALCOLM G. WYER

Assistant to the Director.

MGW/RLW  
Enclosure.

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# American Library Association

## Library War Service



HEADQUARTERS

THE LIBRARY OF CONGRESS  
WASHINGTON, D. C.

ASSISTANTS TO THE DIRECTOR  
CARL H. MILAM  
MALCOLM G. WYER  
CAROLINE WEBSTER

DISBURSING OFFICER  
WILLIAM L. BROWN

GENERAL DIRECTOR  
HERBERT PUTNAM  
LIBRARIAN OF CONGRESS

EXECUTIVE SECRETARY  
GEORGE B. UTLEY

November 23, 1918.

Dear Sir:

The Library War Service of the American Library Association has been sincerely grateful for your cooperation in distributing bookmarks. We assume that results, so far as they are forthcoming, have now been received from the supply of bookmarks which you generously offered to enclose with books sold. If your patrons have been influenced by the bookmark to bring books back to you as gifts for the military and naval forces, and if you have preferred to hold the books for shipment rather than turn them over to a public library, we shall be grateful if you will write and tell us how many books you have on hand. We shall then be able to give you definite instructions for their disposition.

If out of your experience you will give us the benefit of your observations on the effectiveness of the bookmark as a means of stimulating the giving of books for this great work, you will be rendering us a very real service.

The need of gift books for the men continues acute despite the end of the fighting. You will realize with us the steady influence that good books can exert in the restless period of demobilization ahead.

Thanking you for your assistance, we are,

Very truly yours,

HERBERT PUTNAM

General Director,



# American Library Association

## Library War Service

GENERAL DIRECTOR  
HERBERT PUTNAM  
LIBRARIAN OF CONGRESS

EXECUTIVE SECRETARY  
GEORGE B. UTLEY



HEADQUARTERS  
THE LIBRARY OF CONGRESS  
WASHINGTON, D. C.

ASSISTANTS TO THE DIRECTOR  
CARL H. MILAM  
MALCOLM G. WYER  
CAROLINE WEBSTER

DISBURSING OFFICER  
WILLIAM L. BROWN

December 14, 1918.

Dear

We are sending out from this office to librarians publicity material for their local use, intended to stimulate the flow of gift books and "Burleson" magazines.

Several special articles have been sent to the librarians in the following list of 30 cities in which intensive publicity is considered necessary. Small appropriations for publicity purposes in these cities have been made and placed at the disposal of the librarians. The list of cities is as follows:

|              |               |              |
|--------------|---------------|--------------|
| New York     | Detroit       | Los Angeles  |
| Boston       | Atlanta       | Omaha        |
| Philadelphia | New Orleans   | Brooklyn     |
| Chicago      | San Francisco | Newark       |
| Denver       | Seattle       | Baltimore    |
| Kansas City  | Portland      | Washington   |
| Minneapolis  | St. Louis     | Louisville   |
| St. Paul     | Indianapolis  | San Antonio  |
| Cincinnati   | Buffalo       | Birmingham   |
| Cleveland    | Pittsburgh    | Jacksonville |

To all libraries there have been sent clip sheets of which a specimen is enclosed herewith.

More special articles will be sent to the selected list of 30 and another clip sheet to the entire list of librarians between now and Christmas.

Whatever you can do to assist librarians in your State in getting publicity for the book appeal would be of the greatest immediate value. There is to be no other book campaign than this publicity campaign as just outlined.

It is especially desired, also, that as much publicity as possible be given to the pressing need of "Burleson" magazines in hospitals and demobilization camps. The supply of these has fallen off materially since the signing of the armistice.

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There is a great need of newspapers in the hospitals to which wounded men are being sent from overseas. The request for newspapers cannot be sent broadcast, because it would be physically impossible to handle any considerable number of papers in any one hospital. There should be, however, one or two representative newspapers from each State sent to the debarkation hospitals at Polyclinic Hospital, New York City; Ellis Island, New York; Fox Hills, Staten Island, N.Y.; Greenhut Building, New York City; Grand Central Palace, New York City; Camp Stuart, Va. and Hampton, Va; and to the different re-construction hospitals newspapers from the nearby cities should be sent, as the men are being placed in the hospitals nearest the homes from which they enlisted. An official list of these re-construction hospitals is enclosed herewith. Can you not ask the publishers of one or two representative newspapers of your State to arrange to send a single copy daily to each debarkation hospital and to each hospital on the enclosed list that lies within the paper's circulation territory? This will give the men in hospitals access to newspapers from their home States without burdening the librarians with a mass of miscellaneous papers. Newspapers should be addressed to hospital librarians in each case.

Very truly yours,





HOSPITALS WHERE RECONSTRUCTION WORK IS BEING  
DONE.

|                         |                                   |
|-------------------------|-----------------------------------|
| Fort Bayard, N.M.       | G. H. No. 10, Boston, Mass.       |
| San Francisco, Cal.     | G. H. No. 21, Denver, Colo.       |
| Takoma Park, D.C.       | G. H. No. 28, Ft. Sheridan, Ill.  |
| Ft. McHenry, Md.        | G. H. No. 29, Ft. Snelling, Minn. |
| Colonia, N.J.           | G. H. No. 26, Detroit, Mich.      |
| Ft. McPherson, Ga.      | Base Hospitals:                   |
| Roland Park, Md.        | Ft. Sam Houston, Tex.             |
| Otisville, N.Y.         | Camp Gordon, Atlanta, Ga.         |
| Lakewood, N.J.          | Camp Lee, Va.                     |
| Boston, Mass.           | Camp Meade, Md.                   |
| Cape May, N.J.          | Camp Sherman, Ohio.               |
| New Haven, Conn.        | Camp Taylor, Ky.                  |
| Markleton, Pa.          | Camp Funston, Kan.                |
| Waynesville, N.C.       | Camp Kearny, Cal.                 |
| Azalea, N.C.            | Camp Pike, Ark.                   |
| Whipple Barracks, Ariz. | Camp Travis, Tex.                 |
| Denver, Colo.           | Camp Custer, Mich.                |
| Ft. Des Moines, Ia.     | Camp Grant, Ill.                  |
| Ft. Sheridan, Ill.      | Camp Dodge, Ia.                   |
| Ft. Snelling, Minn.     | Camp Lewis, Wash.                 |
| Plattsburg Bks., N.Y.   | Camp Dix, N.J.                    |
| Carlisle, Pa.           | Camp Devens, Mass.                |
| East Norfolk, Mass.     | Camp Upton, L.I., N.Y.            |
| Detroit, Mich.          |                                   |
| Ft. Sam Houston, Texas. |                                   |



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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters  
The Library of Congress  
Washington, D. C.

December 20, 1918.

To the Librarian:

Enclosed is another clip sheet containing items for publication in your local newspapers. These have been carefully prepared with a view to the particular and immediate needs of Library War Service, and it is desirable that you should use every effort to get as many of these items published as possible during and after the Christmas holidays.

Please direct the special attention of editors to the very pressing need for magazines for the hospitals. It would be well to post a notice or bulletin at your library, urging people to send their current magazines to soldiers by the simple process of putting a one-cent stamp on the front cover.

This will be the end of the public appeal for gift books, for the time being. Any means which you can devise to supplement this newspaper publicity should be put into effect at once. Additional copies of the clip sheet will be forwarded on request.

Please forward to Library War Service clippings from your local papers containing these or other items of the same general character.

Very truly yours,

HERBERT PUTNAM,  
General Director.

By FRANK PARKER STOCKBRIDGE.



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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

LIBRARY OF CONGRESS, WASHINGTON, D.C.

December 20th, 1918.

To the Librarian:

There will not be another intensive book campaign. But there is need for gift books and much publicity is being given to the need.

As soon as you have any books on hand, that are not needed in nearby camps or stations, will you please notify this office of the approximate number and kind and we will send shipping instructions.

Books before being shipped should be prepared for circulation with book plates, pockets, and cards. If you need supplies for this purpose, they will be sent you from this office on request.

Whenever possible, box separately fiction and non-fiction, marking the nature of the contents on the outside. Be sure to mark all boxes plainly with the name of the library and of the city from which the books are sent.

Very truly yours,

CARL H. MILAM.

Assistant to the Director.



THE UNIVERSITY OF CHICAGO

LIBRARY OF THE

DEPARTMENT OF THE HISTORY OF ARTS

100 EAST 57TH STREET

CHICAGO, ILL.

THE UNIVERSITY OF CHICAGO  
LIBRARY OF THE  
DEPARTMENT OF THE HISTORY OF ARTS  
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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters  
The Library of Congress  
Washington, D. C.

January 23, 1918.

To Librarians Who Wish to go Overseas:

Overseas work is heavier now than it has ever been. And recently we have sent over a few people. Miss. Ahern and Mr. Dudgeon, for example, are now waiting in New York for the Niagara, the sailing of which has been postponed for several days.

Recent cables from Mr. Stevenson, and from Dr. Putnam, however, are to the effect that no more people should be sent until further notice.

It is possible that others may go a little later, but we cannot be sure.

We regret that we cannot be more definite; that we cannot advise you to accept or reject any other offers of overseas work that may come to you.

Yours very truly,

GEORGE L. UTLEY,

Executive Secretary.

THE  
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MUSEUM OF  
COMPARATIVE ZOOLOGY  
AT HARVARD UNIVERSITY  
CAMBRIDGE, MASS.

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COMPARATIVE ZOOLOGY  
AT HARVARD UNIVERSITY  
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AT HARVARD UNIVERSITY  
CAMBRIDGE, MASS.

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# American Library Association

## Library War Service

GENERAL DIRECTOR  
HERBERT PUTNAM  
LIBRARIAN OF CONGRESS

EXECUTIVE SECRETARY  
GEORGE B. UTLEY



HEADQUARTERS  
THE LIBRARY OF CONGRESS  
WASHINGTON, D. C.

ASSISTANTS TO THE DIRECTOR  
CARL H. MILAM  
MALCOLM G. WYER  
CAROLINE WEBSTER

DISBURSING OFFICER  
WILLIAM L. BROWN

JANUARY 25, 1919.

To Librarians:

Referring to our recent letters concerning the sending of librarians overseas by the Y.M.C.A.:

Dr. Putnam and Mr. Stevenson have been in conference with Gen. R.I. Rees who is Chairman of the Educational Committee of General Pershing's Staff. We have received this morning a cable from Mr. Stevenson which says that General Rees approves our plan for a library in each Divisional Area, but considers unnecessary the Y.M.C.A. call for a hundred librarians. This may mean that the Y.M.C.A. will immediately cancel all its negotiations with Librarians.

We are, however, sending over from time to time limited numbers of men and women. These go in response to Mr. Stevenson's specific requests, and, up to this time, also at his request, we have given preference to those who have had camp library experience in this country.

Yours very truly,

GEORGE B. UTLEY,

Executive Secretary.

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AMERICAN LIBRARY ASSOCIATION

COMMITTEE ON LIBRARY ADMINISTRATION

The Public Library, Washington, D.C. February 1919.

To the Librarian:

The records of the A.L.A. Library War Service indicate that the librarians and some library assistants of a number of the libraries represented in the Association have seen service in the camp and hospital libraries. Many short cut methods have been used in these libraries serving our soldiers and sailors. It is believed that in some cases at least such briefer methods have been carried back and adopted into the practice of the home libraries, or have modified the methods formerly in use. The shortage of help in home libraries has likewise in some cases forced the adoption of simplified methods and the elimination of some well established processes considered essential in pre-war days. The Committee on Library Administration considers it highly important to collect, digest, and place before the Association information concerning the adoption in our libraries of such briefer methods and the eliminations effected either under the stress of war conditions or for other reasons within recent years.

Your cooperation is therefore asked to the extent of furnishing the committee with a clear statement of exactly what changes, if any, in your practice the war experience (or other stress) has brought to your library. In order to indicate new practice, former practice should also be designated. Please also send illustrative forms.

Librarians are urged to devote sufficient time to this matter to furnish adequate statements. Please send your replies to the Chairman of the Committee by April 15. (Suggested outline on appended sheets.)

George F. Bowerman, Chairman.

C. Seymour Thompson.

Beatrice Winsor,

THE HISTORY OF THE  
CITY OF BOSTON

FROM THE FIRST SETTLEMENT  
TO THE PRESENT TIME

BY  
JOHN H. COLEMAN

The history of the city of Boston is a story of growth and development. It begins with the first settlement in 1630, when a group of Puritans led by John Winthrop arrived on the shores of the harbor. They founded a city that was to become one of the most important in the New World. Over the years, Boston grew from a small village into a major center of commerce and industry. It was the site of the American Revolution, and it played a key role in the development of the United States. Today, Boston is a vibrant city with a rich cultural heritage and a strong economy. It is a city that has shaped the course of American history, and it continues to do so today.



A. 1. A. COMMITTEE ON LIBRARY ADMINISTRATION

SHORT CUT METHODS AND ELIMINATIONS

For convenience in a comparison of returns to the questionnaire, please arrange your replies under the following heads:

1. Book selection

ordering

accessioning

2. Periodicals ordering

checking

missing numbers

making up sets

3. Classification

Shelflisting

Cataloging

4. Marking and labelling

Bookplating

Pocketing

Garding

5. Binding, materials and methods

records

6. Withdrawal records

7. Circulation

Charging systems

Overdue notices

Messenger work

8. Registration

Records

Guarantors

THE HISTORY OF THE

REIGN OF

CHARLES THE FIRST

BY

JOHN BURNET

OF

OXFORD

IN TWO VOLUMES

VOLUME THE FIRST

THE SECOND PART

OF

THE HISTORY

OF

THE

REIGN OF

CHARLES THE FIRST

BY

JOHN BURNET

OF

OXFORD

IN TWO VOLUMES

VOLUME THE SECOND

THE FIRST PART

OF

THE HISTORY

OF

THE

REIGN OF

Registration (continued)

Deposits

Street directory

9. Reference

Pamphlets

Clippings

Filing

Records

10. Picture collection

clipping

mounting

filing

records

11. Reports and statistics

Annual

Monthly

Daily

12. Staff

Training, Professional

Clerical

Messengers and pages

Building force

13. Miscellaneous.- Give points not covered under other heads.

Here might be given suggestions on matters of policy or general principles that can be applied to work in the home libraries as a result of lessons learned in the camps.

THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

CHICAGO, ILL.

1955

TO THE

LIBRARY

OF

THE UNIVERSITY

OF CHICAGO

CHICAGO, ILL.

1955

PHYSICS DEPARTMENT

CHICAGO, ILL.

1955

PHYSICS DEPARTMENT

CHICAGO, ILL.

1955

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1955

PHYSICS DEPARTMENT

CHICAGO, ILL.

1955

PHYSICS DEPARTMENT

CHICAGO, ILL.

1955

PHYSICS DEPARTMENT

CHICAGO, ILL.

1955

# American Library Association

## Library War Service



HEADQUARTERS  
THE LIBRARY OF CONGRESS  
WASHINGTON, D. C.

ASSISTANT [GENERAL] DIRECTOR  
CARL H. MILAM

ASSISTANTS TO THE DIRECTOR  
MALCOLM G. WYER  
IN CHARGE OF LARGE CAMPS  
THERESA HITCHLER  
IN CHARGE OF SMALL CAMPS  
CAROLINE WEBSTER  
IN CHARGE OF HOSPITAL LIBRARIES  
F. K. W. DRURY  
IN CHARGE OF BOOK DEPARTMENT  
ANNA G. HUBBARD  
IN CHARGE OF ORDER DEPARTMENT

GENERAL DIRECTOR  
HERBERT PUTNAM  
LIBRARIAN OF CONGRESS

EXECUTIVE SECRETARY  
GEORGE B. UTLEY

DISBURSING OFFICER  
WILLIAM L. BROWN

3 February 1919.

TO THE LIBRARIAN:

A Reconstruction Hospital List has been compiled by the Library War Service covering books on subjects taught in the hospitals.

This has been mimeographed for use in the service and runs to over 100 pages. It is very full on agriculture where it aims to list the best representative American books, which are neither too elementary nor too specialized for vocational purposes.

Other subjects carefully treated are -

Business Books  
Trades and Occupations  
Vocations  
Engineering in all its branches  
General literature and similar subjects  
such as Civics  
English  
Handicraft, etc.

This bibliography may be of use to you and we take pleasure in calling it to your attention. If you wish a copy we will send you one if you will ask us to do so.

Cordially yours,

GEORGE B. UTLEY  
Executive Secretary.



CONFIDENTIAL - SECURITY INFORMATION

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AMERICAN LIBRARY ASSOCIATION

Library War Service

Headquarters  
The Library of Congress  
Washington D.C.

February 13, 1919.

TO LIBRARIANS:

For your information and use we are sending you here-  
with the first weekly news letter, to be issued regularly here-  
after. If you are making use of the local newspapers to adver-  
tise your library service you may be able to build a story around  
this statement and incidentally give information regarding Library  
War Service to the public who maintain this service.

We shall appreciate any publicity you can secure in  
regular newspapers for any of the news items we send you.

Very truly yours,

M. W. MEYER

CPH/S

In charge of publicity.



## WEEKLY NEWS LETTER

The total of overseas shipments of A. L. A. books passed the two million mark February 1st.

As proof of the fact that the men in the service since the signing of the armistice have more time to read and study, the rate of shipment has been greater since the end of the fighting than it was before. Almost 650,000 of these books have been shipped since November 11th.

Even two million books will not be sufficient, cables from France state. The demand of the men for books which bear on their jobs back home is declared by the A. L. A. representatives in France to be almost unbelievably great. In the past three months the American Library Association has shipped 300,000 volumes of special technical books for libraries in connection with the schools now being established by the Army Education Commission. The scope of the work which these schools are undertaking may be estimated from the fact that of the 800 books supplied by the A. L. A. more than 400 have been purchased in lots of from 500 to 1000.

American soldiers and marines as they board the transports in France to return home are now being greeted by recent magazines and newspapers fresher than any they have seen since leaving America. Each transport carries a permanent library averaging one book to every four men. When it docks at an American port, the A.L.A. Dispatch Agent renews the book collection and places aboard magazines and newspapers of the same day to greet the shipload of men.

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February 12, 1919.



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WAR DEPARTMENT  
OFFICE OF THE CHIEF OF STAFF  
WASHINGTON

March 11, 1919.

From: Chief, Morale Branch, General Staff  
To: American Library Association  
Subject: "Your Job Back Home"

1. We have received a few advance copies of the book published under your auspices—"Your job back home". The members of the War Department to whom it has been shown have expressed unanimous and enthusiastic approval.

2. To this general approval the Morale Branch desires to add an especial word of appreciation of it both as a morale agent and as a proof of your co-operation in the problem of industrial unrest as affected by the demobilization of the Army.

3. Nothing could be finer in form, content, spirit and viewpoint than this little booklet.

E. L. MUNSON,  
Brigadier General, General Staff.

(Signed) By: ELIOTT P. FROST,  
Captain, S. C., U. S. A.

gm.





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A512X

# American Library Association

## Library War Service



HERBERT PUTNAM  
LIBRARIAN OF CONGRESS

HEADQUARTERS:  
LIBRARY OF CONGRESS  
WASHINGTON, D. C.

IN CHARGE OF PUBLICITY  
MILTON W. MEYER

March 13, 1919.

TO LIBRARIANS:

Supplementing the information contained in the enclosed prospectus of the book "Your Job Back Home," we are sending you the following notes and comments made by librarians who saw the first copies of the book at the recent joint meeting of the New Jersey and Pennsylvania Library Clubs at Atlantic City, New Jersey.

The majority of librarians who saw the book placed orders in quantity in nearly all cases, making provision for copies to be placed in the main library, both for circulation and reference use, as well as for all branches.

The librarian of a prominent large city library suggested that a copy be punched to hang on or near the card catalogue as a useful aid in the selection of vocational books and subjects. Another librarian proposed placing copies in the branch office of the U. S. Employment Service, the Post Office, and other public buildings where men congregate.

The consensus of opinion was that the widest possible circulation of the book would not only be of service to the returned soldier, for whom it was intended, but be a valuable means of publicity both for the American Library Association and the local library arranging for its display.

Very truly yours,

M. W. MEYER

In Charge of Publicity



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# American Library Association

## Library War Service



HERBERT PUTNAM  
LIBRARIAN OF CONGRESS

HEADQUARTERS:  
LIBRARY OF CONGRESS  
WASHINGTON, D. C.

IN CHARGE OF PUBLICITY  
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Very truly yours,

M. W. MEYER

In Charge of Publicity



027.91  
A512x  
GENERAL DIRECTOR  
HERBERT PUTNAM  
LIBRARIAN OF CONGRESS

# American Library Association

## Library War Service



HEADQUARTERS:  
LIBRARY OF CONGRESS  
WASHINGTON, D. C.

EXECUTIVE SECRETARY  
GEORGE B. UTLEY

DISBURSING OFFICER  
WILLIAM L. BROWN

ASSISTANT (GENERAL) DIRECTOR  
CARL H. MILAM

ASSISTANTS TO THE DIRECTOR

H. O. SEVERANCE  
IN CHARGE OF LARGE AND SMALL  
CAMPS

OLA M. WYETH  
IN CHARGE OF HOSPITAL LIBRARIES

RENA REESE  
IN CHARGE OF BOOK DEPARTMENT

October 3, 1919.

To the Librarian: in vicinities where Honor Rolls are  
being prepared for publication

We have been informed by the Bureau of  
Engraving of Minneapolis, that an "Honor Roll" is being  
published for your county. They quote for us the name of

as director of the local publication. The Honor Roll,  
according to our information, is to include, in addition  
to photographs of men in the service and of men who were  
killed, the work of local agencies and of individuals in  
Liberty Loan campaigns, army welfare work and the like.

We have no information as to the way in  
which the publication is being financed. If it is a project  
to which you wish to lend your support, we trust that you will  
see that the book includes an account of the work done in your  
county in support of the Library War Service. The collecting  
of gift books was a very real service to the fighting forces.  
In many cases it was inconspicuously and quietly done, but  
it is the more worthy of mention on that account. We shall  
be grateful if you will see that all organizations and  
agencies in your community which helped in this good work  
receive full credit.

All other war work of the public library, such  
as cooperation with the U.S. Food Administration in spread-  
ing information about food conservation, is surely deserving  
of a place in any war work record.

Very truly yours,

M. W. MEYER

In charge of publicity.





02.7.91  
A512X  
GENERAL DIRECTOR  
HERBERT PUTNAM  
LIBRARIAN OF CONGRESS

# American Library Association

## Library War Service



HEADQUARTERS:  
LIBRARY OF CONGRESS  
WASHINGTON, D. C.

EXECUTIVE SECRETARY  
GEORGE B. UTLEY

DISBURSING OFFICER  
WILLIAM L. BROWN

ASSISTANT [GENERAL] DIRECTOR  
CARL H. MILAM

ASSISTANTS TO THE DIRECTOR

H. O. SEVERANCE  
IN CHARGE OF LARGE AND SMALL  
CAMPS

OLA M. WYETH  
IN CHARGE OF HOSPITAL LIBRARIES

RENA REESE  
IN CHARGE OF BOOK DEPARTMENT

October 10, 1919

TO THE SECRETARY.

Dear Sir:

We are sending to you two copies of the library poster "Knowledge Wins" and shall be grateful if you will place these conspicuously in your club rooms.

As you know, technical and vocational books have been supplied in large numbers by the American Library Association to army and navy points. As the men have returned home, the A.L.A. has been eager to assure them that books can be borrowed free from the local public library or the state library commission. If neither of these agencies is accessible, books can be borrowed by ex-service men direct by mail from the American Library Association Headquarters, 78 E. Washington Street, Chicago, Illinois.

We shall appreciate any cooperation you may be able to give us in extending information about library service to the men.

Very truly yours,

MARION HUMBLE,

Special Publicity Representative.

MH:HW



AMERICAN LIBRARY ASSOCIATION  
LIBRARY WAR SERVICE  
Headquarters  
The Library of Congress, Washington, D.C.

To the Librarian:

Under another cover we are sending you \_\_\_\_\_ copies of each of our 24 vocational book lists as issued in the special edition for public libraries. This letter encloses a complete set for your information.

This supply is sent you at our expense, at the request of the U.S. Employment Service. Please furnish the Bureau for Returning Soldiers and Sailors in your city such quantity of these lists as you find on inquiry they can use to advantage. These lists are to be given out at the bureaus to the men discharged from the service who apply there for help in securing employment, to acquaint them with the vocational books which the library has at hand for their use. Some of the lists should be supplied to the regular office of the U.S. Employment Service.

We are informed by the Department of Labor that this work in your city is in charge of \_\_\_\_\_.

The supply sent you is considered adequate for this purpose. If you find that you have more than enough for the U.S. Employment Service, please use the lists in any other way which will reach the returned soldier, sailor, and marine - through War Camp Community Service Clubs, night schools, and the like. As the cost of these lists is borne by the Library War Service they should be used only for the benefit of the men for whose service our funds were given by the American people.

If you wish additional copies of the lists to use in advertising your vocational books among other members of your community, we shall be glad to supply them to you in any quantity at the cost price, \$1.50 per thousand.

Your library may already have purchased the lists for the use of the Bureaus, in response to the offer which we made to all public libraries. In that case an equivalent amount of the supply which we are sending at our expense can be used by you for your own purposes.

This letter will go to many small libraries with limited funds at their disposal. Even if it is quite impossible to provide all the books mentioned, or other books which cover the same ground, it will still be possible to use the lists if only one or two good books on each subject are available.

We have already sent to all public libraries the trade information on all the titles mentioned in the vocational book lists, giving the author, title, publisher, and price. If you have not this list at hand to aid you in making purchases of books, we will be glad to supply another copy on request.

Very truly yours,

GEORGE B. UTLEY

Executive Secretary.

a/de/gk

THE HISTORY OF THE UNITED STATES

1776-1783

The first part of the history of the United States is the period of the American Revolution. This period is characterized by the struggle for independence from British rule.

The second part of the history of the United States is the period of the early republic. This period is characterized by the establishment of the federal government and the development of the nation's political and economic structure.

The third part of the history of the United States is the period of the antebellum era. This period is characterized by the growing tensions between the North and the South over the issue of slavery.

The fourth part of the history of the United States is the period of the Civil War. This period is characterized by the conflict between the Union and the Confederacy, which resulted in the preservation of the Union and the abolition of slavery.

The fifth part of the history of the United States is the period of Reconstruction. This period is characterized by the efforts to rebuild the South and to integrate the freed slaves into the nation's political and economic life.

The sixth part of the history of the United States is the period of the Gilded Age. This period is characterized by rapid economic growth and the rise of industrial capitalism.

The seventh part of the history of the United States is the period of the Progressive Era. This period is characterized by the movement to reform society and to address the problems of the Gilded Age.

The eighth part of the history of the United States is the period of the New Deal. This period is characterized by the response to the Great Depression and the establishment of the modern welfare state.

The ninth part of the history of the United States is the period of the Cold War. This period is characterized by the tensions between the United States and the Soviet Union, and the impact of the nuclear arms race.

GENERAL DIRECTOR  
HERBERT PUTNAM  
LIBRARIAN OF CONGRESS

EXECUTIVE SECRETARY  
GEORGE B. UTLEY

DISBURSING OFFICER  
WILLIAM L. BROWN

# American Library Association

## Library War Service



HEADQUARTERS  
THE LIBRARY OF CONGRESS  
WASHINGTON, D. C.

ASSISTANT [GENERAL] DIRECTOR  
CARL H. MILAM

ASSISTANTS TO THE DIRECTOR

MALCOLM G. WYER  
IN CHARGE OF LARGE CAMPS

THERESA HITCHLER  
IN CHARGE OF SMALL CAMPS

CAROLINE WEBSTER  
IN CHARGE OF HOSPITAL LIBRARIES

ANNA G. HUBBARD  
IN CHARGE OF BOOK DEPARTMENT

To the Librarian:

We hope that you will have considerable demand for vocational books as a result of your advertising and ours, addressed to returning soldiers and sailors.

Realizing that there is no Library Commission in your state to help you in supplying technical books for this purpose, and that your book funds are limited, we have arranged to lend you copies of books listed on our vocational bookmarks. A supply of the bookmarks has been sent to you.

This service on our part must necessarily be limited to men in service and those discharged from service who apply for vocational books through your library. We can send the books to you by parcel post, prepaid; you may keep them one month, prepaying postage on them when you return them. There will be no other cost to your library.

Please write to us if we can assist you in this way or in any of your work with discharged soldiers and sailors.

Very truly yours,

MARION HUMBLE

H/W

Special Publicity Representative.





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AMERICAN LIBRARY ASSOCIATION

CHICAGO

Library War Service.

April 28, 1920.

To the Members of  
The American Library Association:

There is the possibility that the Emergency Fleet Corporation will give the privilege of naming one of their ships to the American Library Association, as they have done to others of the six organizations with whom we were associated in war work. We are asked to suggest four names in the order of preference, and we are instructed in making these selections, to remember that

"The name may not be

(a) That of any individual, living or dead;

(b) That of any organization;

(c) That of a city or town; and that

The name must not conflict with the name of any other ship, except in cases where the vessels are very dissimilar as to tonnage."

It is understood from members of the corporation that the second restriction, (b) does not prohibit the use of any word formed from the initials of the organization.

The Executive Board would like to have suggestions from the members of the Association. Will you send yours as soon as possible? Please write them in the space below, with your signature, and return this sheet to the Secretary at the address below.

The names already submitted include ALA, ALABOOK, AMERLIBRAS, ALAMAYDE, USALA, THE OPEN BOOK, THE BOOKWORM.

Very sincerely yours,

Carl H. Milam

Secretary.

Temporary address, 24 West 39th St.,  
New York City.

SUGGESTIONS FOR THE NAME OF A SHIP



02791  
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AMERICAN LIBRARY ASSOCIATION.

Library War Service.

Headquarters  
The Library of Congress  
Washington, D.C.

December 19, 1918.

To the Libraries:

There will not be another intensive book campaign. But there is a need for gift books and much publicity is being given to this need.

1. Ship all the books you collect as rapidly as possible by freight collect addressed as follows :

Depot Quartermaster  
Cambridge, Mass.

For:  
American Library Association  
Dispatch Office  
Harvard College Library

Send bill of lading to Dr. C.O.S. Mawson, Widener Library, Harvard University, Cambridge, Mass., also notify this office when shipment is made, giving approximate number of books and date shipped.

2. Be sure all boxes are marked plainly with the name of the library and of the city from which the books are sent, as the Quartermaster cannot accomplish commercial bills of lading without this information.

3. Whenever possible, box fiction and non-fiction separately, marking the boxes as to nature of contents.

4. The books should be prepared for circulation (with book plates, pockets and cards) before being sent, if this can be done without delaying shipment more than a few days. Prompt shipment is essential. Write to your State Agent (see name below) if book plates, pockets, and cards are needed.

5. Important. Needs of nearby camps known to you and requests from your State Agent take precedence over these instructions.

State Agents.

Connecticut: Caroline M. Hewins, Secretary Free Library Committee, Hartford.  
Maine: Henry E. Dunnaok, State Library, Augusta.  
Massachusetts: C.F.D. Belden, Public Library, Boston  
New Hampshire: N.L. Goodrich, Librarian, Dartmouth College Library, Hanover.  
Rhode Island: Walter E. Ranger, State House, Providence.  
Vermont: Ruth L. Brown, Free Library Commission, Montpelier.

CARL H. MILAM.

Assistant to the Director.

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1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

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AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

LIBRARY OF CONGRESS, WASHINGTON, D.C.

December 23rd, 1918.

To The Libraries:

There will not be another intensive book campaign. But there is need for gift books and much publicity is being given to this need.

Ship all you collect by Quartermaster freight to the New York Dispatch office according to the following directions:

1. Books should be prepared for circulation with book-plates, pockets and cards before being shipped if this can be done without delaying shipment more than a few days. If you need supplies for this purpose, write to your State Agent whose name and address will be found below.

2. To make shipment by quartermaster freight it will be necessary to box the books and weigh them. Paste on each box a small label reading:  
From \_\_\_\_\_ Library \_\_\_\_\_ (City) \_\_\_\_\_ (State)  
\_\_\_\_\_ boxes in this shipment. Address as follows:

The Commanding Officer  
Port of Embarkation  
New York, N.Y.

For  
American Library Association  
Dispatch Office  
31 West 15th Street

3. If there is no quartermaster in your city, write to the consignee, that is, the Dispatch Agent, Mr. L.J. Bailey, 31 West 15th St., N.Y., using the enclosed form, giving number of boxes and total weight, and asking him to have the quartermaster in his city send you a government bill of lading, together with appropriate instructions as to the use of it; also notify Dispatch Agent as soon as shipment is started.

4. When the bill of lading has been received, deliver your boxes to the freight agent designated by the Quartermaster, following, of course, any instructions given by him.

5. Notify this office when shipment is made, giving destination (name and address of camp, library or Dispatch office) date, number of volumes and name of person notified.

6. Important. Needs of near by camps and requests from State Agents take precedence over these instructions.

State Agents: New York: W.R. Watson, State Library, Albany  
Michigan, Samuel H. Ranck, Public Library, Grand Rapids

Very truly yours,

Carl H. Milam.

Assistant to the Director.







AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Washington, D. C.

February 2, 1918.

To the Library Commission:

If you know of any camp, post, fort, station, vessel or other military establishment anywhere that needs books and magazines, please tell us about it. In writing give as much as possible of the following information:

Name and address of camp.

Kind of camp.

Number of men.

Number of books available in or near camp.

Name of cooperating library or local organization.

Number and kinds of books needed.

Name of chaplain, Y. M. C. A., or K. C. secretary or officer who will receive and circulate books.

Yours very truly,

CARL H. MILAM,

Assistant to the Director.



Sent to State Library Commissions with a  
clipping from the A.L.A. mailing list for  
each particular state.



# American Library Association

## Library War Service

027,91  
-512X  
GENERAL DIRECTOR  
HERBERT PUTNAM  
LIBRARIAN OF CONGRESS

EXECUTIVE SECRETARY  
GEORGE B. UTLEY

HEADQUARTERS  
THE LIBRARY OF CONGRESS  
WASHINGTON, D. C.

ASSISTANTS TO THE DIRECTOR  
CARL H. MILAM  
JOSEPH L. WHEELER

DISBURSING OFFICER  
WILLIAM L. BROWN

February 26, 1918

To Library Commissions and State Agencies:-

Owing to an error in our circular letter of February 15th, there has been some misunderstanding about the organization of the book campaign in towns not on the enclosed A.L.A. mailing list.

This is the situation:

We are sending publicity material only to towns on the A.L.A. mailing list. There are no exceptions.

We are sending you publicity material in quantity to be sent, at your discretion, to towns not on that list, or to be used in any other way you choose.

We are relying entirely on you to organize the campaign in towns not on the A.L.A. mailing list. We are doing nothing about it.

You have doubtless thought of several ways of supplementing the plan of campaign we have suggested, in War Library Bulletin, No. 5, and we hope that you have passed the thoughts on to your librarians. Here are some further suggestions which we make for whatever they are worth:

1. Suggest to librarians that they have printed or mimeographed some solicitor's slips, like the one enclosed, to be used by children in soliciting books from homes. Slip and four-page leaflet to be left one day: books called for the next.
2. Ask librarians to say in their newspaper publicity that money will be accepted for the purchase of specific books; the money to be sent to Carl B. Roden, Treasurer A.L.A., Chicago Public Library, with necessary information. Books will be purchased by the General Director from publishers, at from one-half to two-thirds regular price.
3. Urge librarians to make a vigorous campaign, and to enlist the support of every possible agency. Although large quantities of books are being purchased daily, we need at least two million gift books.

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4. Suggest to libraries that interest will be aroused in the campaign, if books collected are displayed in conspicuous show windows on the main thoroughfares.
5. Women's Clubs: By all means seek the co-operation of the Federation of Women's Clubs. Get in touch with the State President and ask that she circularize her clubs, giving the dates of campaign and nearest collection agency to each club. Send press material to her, asking that she use it in the Federation bulletin.
6. Public Schools: The State Commissioner of Education will, no doubt, on request, be glad to call the attention of superintendents throughout the state, and to ask their support.

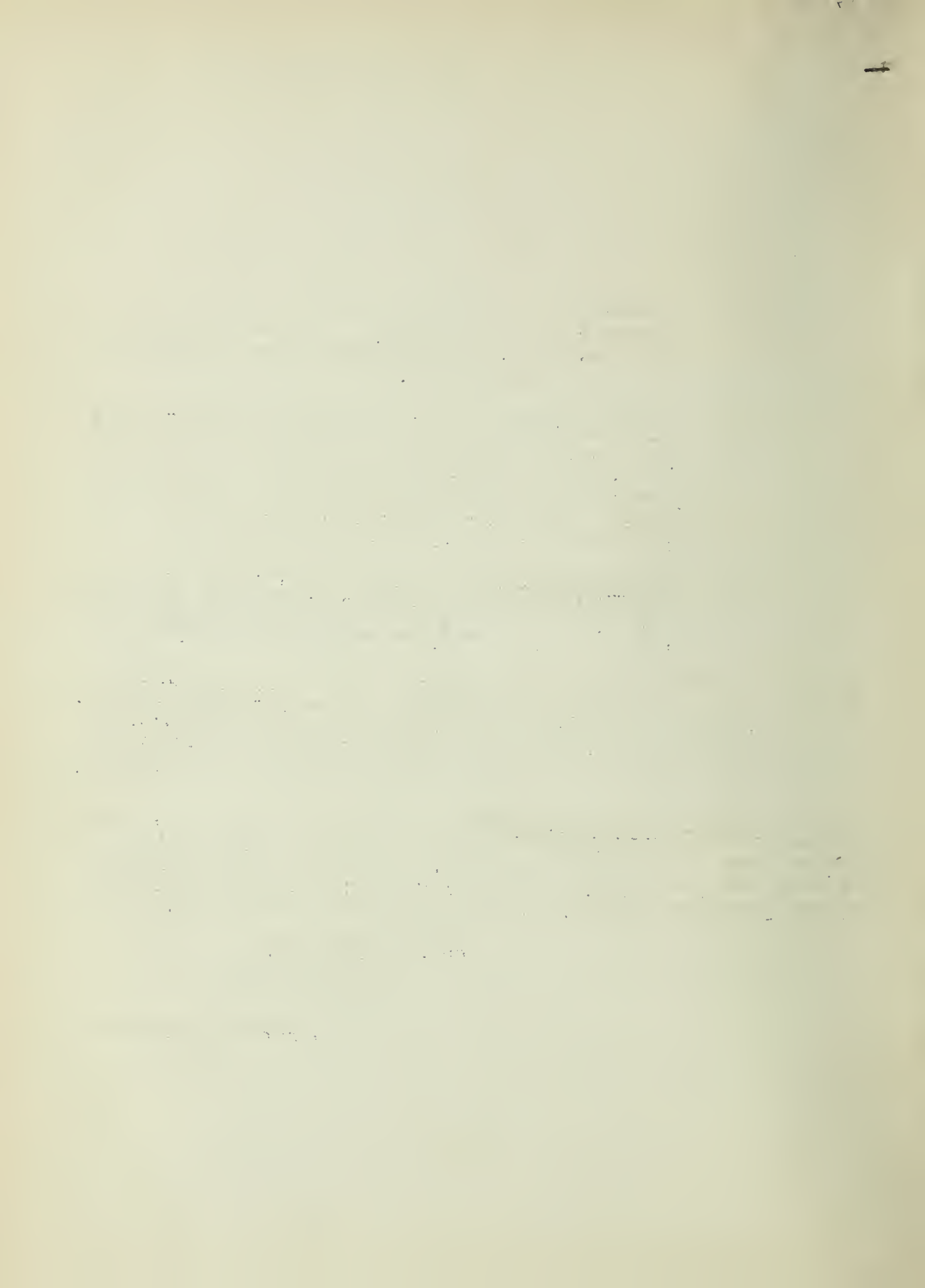
we are sending you \_\_\_\_\_ Falls posters, \_\_\_\_\_ Signal posters, \_\_\_\_\_ placards, and \_\_\_\_\_ 4-page leaflets. If you need more either for towns not on the A.L.A. mailing list or to fill supplementary requests from libraries on the A.L.A. list, wire us at Headquarters.

Shipping Instructions: To libraries that report to Headquarters in Washington, we will send book cards, plates, pockets, etc. To those that report to you, you should send supplies at your discretion. Further information about shipping and the necessary supplies, will be sent in a week or two.

Yours very truly,

HERBERT PUTNAM

General Director.



027.91  
A512X

AMERICAN LIBRARY ASSOCIATION  
LIBRARY WAR SERVICE

Headquarters  
The Library of Congress  
Washington, D.C.

August 26, 1918.

To the State Agent:

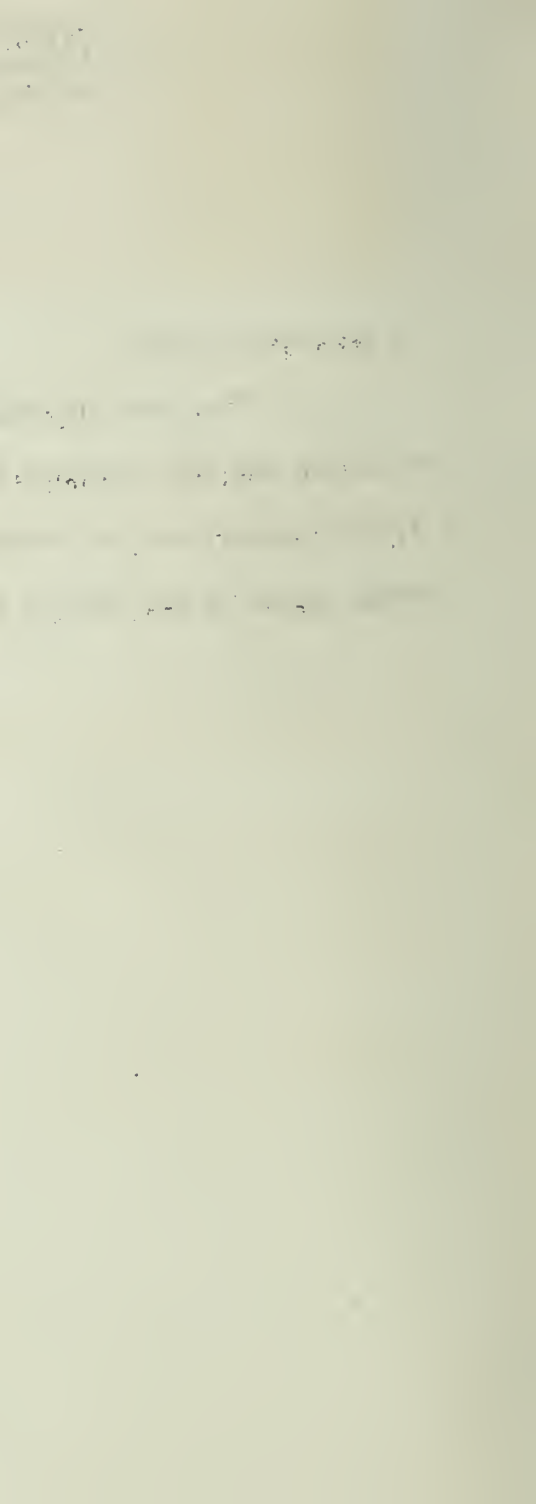
For your information, we are enclosing a copy of  
a letter and the attached bookmark which we are sending to  
3,000 booksellers, representing a selected list in the prin-  
cipal towns of the United States.

Very truly yours,

HERBERT PUTNAM,

General Director.

3





# WAR SERVICE LIBRARY

THIS BOOK IS  
PROVIDED BY  
THE PEOPLE  
OF THE  
UNITED STATES  
THROUGH THE  
AMERICAN  
LIBRARY  
ASSOCIATION  
FOR  
THE USE OF  
THE SOLDIERS  
AND SAILORS

Name .....

Address .....

Books for recreation, for study and advancement are needed by our men in the service.

When you have read this book, why not pass it along?

Make it a personal gift by writing your name and address beneath the book plate, if you like.

Take the book to any Public Library or Book Store and your gift will be forwarded to the men in uniform, who are asking for more and more books.

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Library War Service  
American Library Association

# What Has Been Done

By the A. L. A.

(June 1917—June 1918)

36 camp library buildings erected.

41 large camp libraries established.

91 hospitals and Red Cross houses  
supplied with books.

200 trained librarians in the field.

232 naval stations and vessels sup-  
plied with libraries.

236 small camps and posts equipped  
with book collections.

1,323 branches and stations placed in  
Y.M.C.A and K. of C. huts,  
barracks and mess halls.

.....  
300,000 books shipped overseas.

400,000 technical books purchased.

2,500,000 gift books in service.

5,000,000 gift magazines distributed.

Books wear out very quickly under  
such hard usage. Our men in the  
service will need increasing numbers  
of books throughout the war.

Will you not send them more of  
yours? The best are not too good.

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Library War Service  
American Library Association



AMERICAN LIBRARY ASSOCIATION  
LIBRARY WAR SERVICE

Headquarters  
The Library of Congress  
Washington, D. C.

August 26, 1918.

Gentlemen:

Many booksellers have cooperated and are cooperating with the American Library Association and with local public libraries in obtaining books for soldiers, sailors and marines. We are grateful for this, and we ask your continued cooperation.

More than 3,000,000 gift books have been received; and practically all of them have been sent to camp libraries in this country and abroad.

Books collected should be turned over to the nearest public library, which will receive shipping instructions from us, or from our State Agent.

In towns where there is no public library, the number of books available for shipment should be reported from time to time to us.

We enclose a copy of a bookmark published in June. Several publishers and booksellers have agreed to distribute copies of this bookmark in new books. We shall be glad to send you copies for your own use, on request.

Very truly yours,

HERBERT PUTNAM,

General Director.



027.91  
A512X

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters  
The Library of Congress  
Washington, D.C.

August 28, 1918.

To State Agents:  
and Libraries Reporting Directly to Headquarters:

We must have more gift books for shipment  
overseas.

Please report immediately all gift books  
available for shipment. Also ship promptly when  
instructions are received.

Yours very truly,

CARL H. MILAM  
Assistant to the Director.

1911

1911

1911

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027.91  
A512X

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

Headquarters

November 29, 1918.

To the State Agent:

Because of the urgent and immediate need for gift books, we sent a letter recently to all the libraries in the country asking them to report directly to us gift books available for shipment. We are sending them shipping instructions from here in order to save time.

This does not change your status as State Agent for the collection and shipment of books. This is simply an emergency method for use at this time.

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In line with the above arrangement, we are now instructing \_\_\_\_\_ Library to  
ship \_\_\_\_\_ books to \_\_\_\_\_.

Yours very truly,

CARL H. MILAM

Assistant to the Director.





# American Library Association

## Library War Service

GENERAL DIRECTOR  
HERBERT PUTNAM  
LIBRARIAN OF CONGRESS

EXECUTIVE SECRETARY  
GEORGE B. UTLEY



HEADQUARTERS  
THE LIBRARY OF CONGRESS  
WASHINGTON, D. C.

ASSISTANTS TO THE DIRECTOR  
CARL H. MILAM  
MALCOLM G. WYER  
CAROLINE WEBSTER

DISBURSING OFFICER  
WILLIAM L. BROWN

To State Agents:

December 18th, 1918.

The A.L.A. hopes to have at its disposal during the next few weeks about a million gift books. These will be obtained not by an intensive campaign but by giving general publicity to the need.

In order to facilitate the handling and shipping of these books by Quartermaster freight, it has been found advisable to establish sixteen receiving centers in cities having Depot or Department Quartermasters. This in turn led to the creation of districts.

We have planned, therefore, to instruct all libraries within a district to ship all gift books, which they have selected, as rapidly as possible to the Dispatch Office of that district, making it clear, however, that needs of near-by camps and needs called to their attention by their state agent, take precedence over orders from Headquarters. This will make certain that none of our orders will conflict with orders from the State Agents. The libraries in your state are being asked to ship to the Dispatch Office at Definite address and shipping instructions will be sent you later.

The libraries are being asked to prepare all books for circulation with book plates, pockets, and cards, which will be furnished by you on request, as in the campaign of last spring. If it is found that this will seriously delay shipment, the books should be sent and prepared at the Dispatch Office.

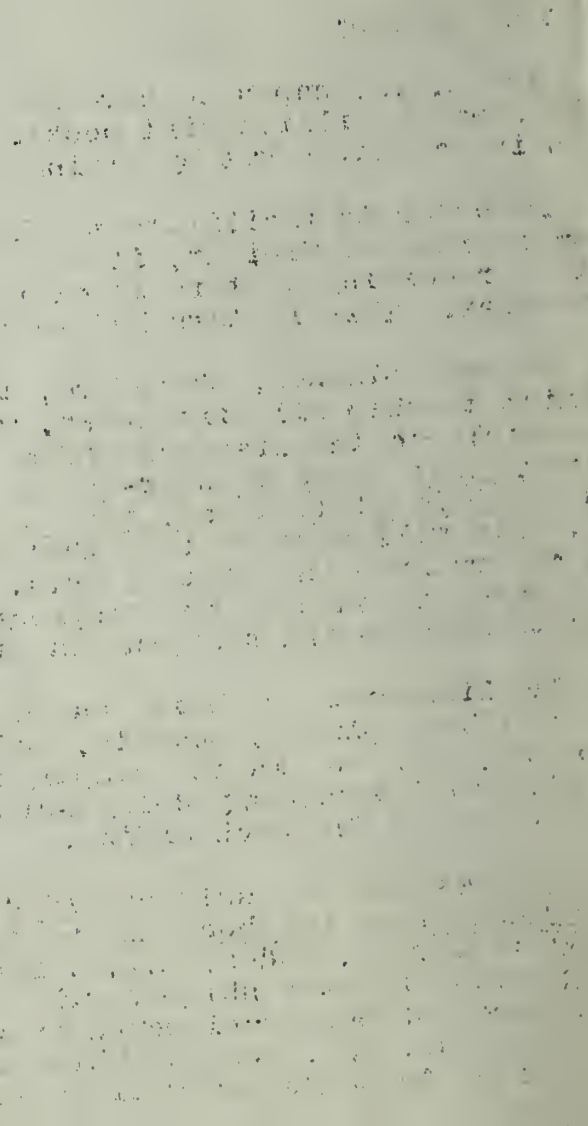
Discards may be sold provided all A.L.A. marks of ownership are eliminated before the books leave the library. Money received should be sent to Carl B. Roden, A.L.A. Treasurer, Public Library, Chicago.

Reports of books shipped will be sent to Headquarters. If you wish records of books collected in your State, they can be had by writing to us. Or, you may think it worth while to ask all libraries to make reports to you as well as to us.

Please instruct all libraries to box separately, if possible, the fiction and non-fiction and to carefully mark the boxes in all cases with the name of the library and the city from which sent.

Very truly yours,

Acting General Director.



AMERICAN LIBRARY ASSOCIATION  
LIBRARY WAR SERVICE

*What we are*

*What we do*

*What we ask of you*

*How you can get the service*

Suggestions to Officers, Chaplains,  
Y. M. C. A. and K. of C. Secre-  
taries in camps, stations, etc., where  
The American Library Association  
is not represented by a librarian.

HEADQUARTERS: LIBRARY OF CONGRESS  
WASHINGTON, D. C.

1918

## WHAT WE ARE

The Library War Service of the American Library Association is organized to provide reading matter for American soldiers and sailors in this country and "over there." We are doing this work at the invitation of the War Department's Commission on Training Camp Activities.

## WHAT WE DO

We collect books, sort them over carefully and send them to the various camps, forts, stations, vessels, etc. We put books on the transports for the troops en route and we send as many as possible to the men in France. We buy technical and scientific books which are needed for study and serious reading. Already we have over 700,000 books in use by the soldiers. We have librarians and library buildings in thirty-five of the large camps, and we are sending books and periodicals to the Chaplains, Y. M. C. A. and K. of C. Secretaries, etc., in smaller camps, as fast as we learn of their needs.

Magazine needs are usually met by gifts through nearby public libraries or by the supply from the Post Office Department. We do not give current subscriptions to general magazines, but we are able in some instances to give current subscriptions to the technical magazines you need. In such cases we must be assured that they will be regularly kept in a place that is convenient for the men, and we should like to know that the A. L. A. label will be put on each copy (by a rubber stamp which we furnish).

## WHAT WE ASK OF YOU

Before supplying books at any point, we wish to be sure that the books will be properly cared for by a responsible person and that they will at the same time be made easily accessible to all the men in camp. To lend books *some* sort of record is essential. Otherwise books will be lost. Experience shows the following is the minimum:

### HOW TO PREPARE BOOKS RECEIVED FROM THE A. L. A.

1. Paste on outside cover of each book an A. L. A. label or book plate. Blank lines on label should be used for the name of your camp or station.

2. Rubber stamp—"A. L. A. War Service" on title page. We furnish the stamp.

3. Paste manila pocket diagonally in back corner of book.

4. Make book card with author and title for each book.

When book is in the library this book card is kept in the book pocket of the book. When book is taken from library, borrower's name and address and the date are written on the book card and card is filed in library. This shows who has the book and when he took it.

5. For non-fiction only: Make shelf list card for each book. Give author's name as it appears on back of book, with initials, at top of space, and short title in space just below. The ruled spaces below provide for making a record in case you send the book out to some other building in your camp from which it is to be lent to the soldiers.

The line printed to show the class number need not be filled in unless you have a large

enough collection, so that you wish to classify your non-fiction.

We furnish all the supplies, cards, pockets, labels, and rubber stamps, with which to do this. Illustration of book plates, book card and pocket and the shelf list card will be found in this leaflet.

## HOW YOU CAN GET THE SERVICE

In making requests, please give the following information:

Name and address of camp.

Kind of camp.

Approximate number of men in camp.

What agencies are supplying reading matter and to what extent.

What local library is cooperating.

How many and what kind of books are needed.

Where will reading matter be housed.

How many magazines are needed.

Who should be notified when books and magazines are shipped.

Will he arrange for the circulation of this reading matter throughout the entire camp.



### Bill Record

[illegible]

PASTED AT BOTTOM OF COVER

*Our greatest concern is that the books  
and magazines supplied by us be used  
to the greatest possible extent.*

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# A GREAT NEED

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## BOOKS

*for our*

SOLDIERS *and* SAILORS

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A L. A. LIBRARY BUILDING

Buildings of this type, many of them much larger, have been erected at thirty-four large camps and stations.

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**MORE BOOKS** —hundreds of thousands of them— are needed for the *War Service Libraries* maintained by the American Library Association at cantonments, training camps, posts, forts, naval stations, on vessels, and overseas.

### OUR MEN MUST HAVE THESE BOOKS

They want them for their leisure hours—for recreation and for study. Experience has proved that they are eager to read, and books must be provided.

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## WILL YOU HELP?

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## WHAT HAS BEEN DONE

*In the Big Camps.* Library Buildings have been erected by the American Library Association in 34 of the large camps. Each building accommodates from 10,000 to 15,000 volumes and from 175 to 250 readers.

In every camp from 8 to 20 branch libraries are maintained in Y. M. C. A., K. of C., and Y. W. C. A. buildings, and in hospital reading rooms; and each branch needs from 500 to 1,500 of the A. L. A. books.

Library Deposit Stations containing 50 to 100 books each are being established in barracks and mess shacks. There will be a hundred or more of them in some cases.

*Men Overseas* are being supplied from dispatch offices established at Atlantic ports, and by the purchase of books in Europe.

A librarian has been sent to France to supervise their distribution, and to make certain that every organization which serves our troops is supplied with the books it needs.

*In Smaller Camps.* Books are being sent by the Association direct to scores of Chaplains, Y. M. C. A. and K. of C. secretaries and to officers. Some of these have a few hundred men and need a few hundred books; others need many thousands of books.

*A Fund* of \$1,700,000 (including grants for buildings) has been given by the American people for the work. Not a dollar of this fund will be spent for administration at headquarters or in the field that can be saved for books, but it must cover the erection and maintenance of buildings; the purchase of equipment and supplies; salary and expenses of librarians and assistants (many of whom are not volunteers) in camps, dispatch offices, and in France; travel; transportation of books and supplies (a very large part of which can not be at government expense); subscriptions to periodicals, and the purchase of such books (hundreds of thousands of them) as will not be obtained as gifts.

## WHAT REMAINS TO BE DONE

Half a million books are still required to meet the actual needs of men in the 34 large camps.

Another half million are needed immediately for the military forts, posts and small camps; for the naval stations and vessels; for the marine corps training stations and barracks.

And for the men on transports and overseas there is need for an almost unlimited supply.

For every *man* in service there ought to be a *book* in service. That means at least a million more books at once. And books wear out in use. They must be replaced frequently.

*Hundreds of thousands will be purchased; but every dollar available for purchases is needed for the sort of books that can not be expected as gifts.*

Therefore:

*Hundreds of thousands must be obtained as gifts.*



INTERIOR A. L. A. LIBRARY, GREAT LAKES  
NAVAL TRAINING STATION

One of the 34 library buildings in American camps. Branches are maintained in Y. M. C. A., K. of C., Y. W. C. A. and hospital buildings, and deposit stations are being established in barracks.

## WHAT YOU CAN DO

You can pass on to the men in khaki the books you have enjoyed but will not read again.

You can give them some of the books you like best—books you would like to keep. *They* will like them too.

You can send novels, tales of adventure, detective stories and standard fiction; up-to-date books on civil, mechanical and electrical engineering, the trades, business, the professions and agriculture; recent text-books on military subjects, mathematics, the sciences, and foreign languages; books of travel, history, biography, poetry and the present war; dictionaries and new encyclopedias; interesting books in foreign languages.

LIBRARY WAR SERVICE, AMERICAN LIBRARY  
ASSOCIATION,

HERBERT PUTNAM, *General Director*,

Library of Congress, Washington, D. C.

March, 1918.

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(Detach this label and put it on your package of gift books,  
then send the package to nearest public or other library)

-----  
*From* -----

*For "WAR SERVICE LIBRARY."*

*The* ----- *Library*

*Town* -----

*State* -----



I shall be glad to call on..... 1918  
for any books that you may wish to give to the soldiers and sailors,  
through the American Library Association. Please see the leaflet,  
“Books for Our Soldiers and Sailors.”

Collector's name.....

Telephone..... Address.....



# USE OF PUBLICITY MATERIAL FOR BOOK CAMPAIGN WEEK

March 18-25, 1918.

The publicity material for the Book Campaign Week which will be supplied from Headquarters, falls into three classes:

Posters,  
Placards,  
Four page leaflets.

**Please make sure that every piece of this material is used to the greatest possible advantage.**

1. *Posters.* Two designs. These are intended for display in the library, in post office, theater lobbies, store windows, and such other public places as will readily suggest themselves.

2. *Placards.* One of these should be put on each collection-box, and at each place where you have arranged for books to be received—high schools, clubs, churches, theater lobbies, and prominent stores.

3. *Four-page Leaflets.* "*Books for our Soldiers and Sailors.*" For general distribution from the libraries, at club meetings and luncheons, and by Team Captains at their discretion. High schools should have one for each pupil; theater ushers will distribute them with programs; they should be placed in church pews on Sunday, March 17th, with an announcement from the pulpit that books will be received the following Sunday; stores will include them in their bundles; Boy Scouts may distribute them to houses. In fact, with this, as with the entire campaign, the ingenuity of the Campaign Director and Team Captains should be called fully into play.

**PLEASE NOTE.** *If the supply of any of these materials sent from Headquarters is found inadequate, or fails to arrive by March 14th, application for an additional supply should be made at once to your State Agency. (For list of State Agencies, see War Library Bulletin, No. 5, page 2.)*

